

CA3 ON HW W26
A33B
1999

URBAN
MUNICIPAL

AGENDAS/MINUTES
BUSINESS COMMITTEE

JAN. 4, 1999...

CAS ON HW W26

A33B

1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

BUSINESS COMMITTEE

JANUARY 21, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of December 10, 1998 and January 4, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

ACTION ITEMS:

5. Report re Delta Secondary School's 75th Anniversary
6. October 31, 1998 Enrolment Report
7. Average Class Size Report
8. Transportation Guidelines
9. Trustee Representation on Transportation Policy Committee
10. Interlock Contract Extension
11. Pediculosis Policy
12. Board Motion re Glenwood Program Moving to Fairview School
13. School Facility Renewal Program Projects for 1999 School Year
14. Waterdown District High School/YMCA Access
15. Update: Snow Removal
16. Update: Ancaster Senior Public School Move
17. Proposed Apollo Program at Tweedsmuir Elementary School

E. Bond
D. Grant
D. Grant
D. Grant
D. Grant
D. Grant
M. Botting
H. Bullock
T. Cupido
T. Cupido
T. Cupido
T. Cupido
K. Bell

CORRESPONDENCE:

Nil.

URBAN MUNICIPAL

JAN 21 1999

DISTRIBUTION:

Nil.

GOVERNMENT DOCUMENTS

18. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee
Board

January 27, 1999
January 28, 1999

7:15 p.m.
8:00 p.m.

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**MINUTES OF THE BUSINESS COMMITTEE
DECEMBER 10, 1998**

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle (arrived at 7 p.m.), Reg Woodworth and Ray Mulholland.

Also present: J. Bishop, J. Dewar and B. Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Superintendent of Education), Marguerite Botting (Superintendent of Education), Nora Campbell (Superintendent of Education), Krys Croxall (Superintendent of Education), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education) and Wayne Joudrie (Superintendent of Education).

Also in attendance: Len Dixon, Manager, Technical Services
Daryl Sage, Manager of Accommodation and Planning.
L. Veerman, Manager, Budget

The Chair called the meeting to order at 6:30 p.m.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of November 12, 1998 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved.

CARRIED.

The members agreed to consider the agenda item immediately "Update: Transportation and Related program Issues" following the Delegation Presentation to allow J. Bishop to attend a reception this evening in recognition of Human Rights Day where she will be honoured as a founding member of the Amnesty Group. (CHECK)

DELEGATION:

5. Concerns of Ancaster parents as a Result of the Board's Zone Boundary

The Chair introduced B. Polewski who presented the brief.

In response to questions, B. Polewski confirmed that many residents were initially concerned that the zone boundaries were firmly established and would result in the students in that zone attending west mountain schools.

M. Matier outlined the process that is going to be followed. The Board has approved the establishment of Zone Review Committees and, in studying the whole proposal, the question of the appropriateness of the boundaries will be the first item under consideration when each of the Zone Committees meet. Between now and when the reports are due to the Board in September, 1999, consultation will occur in each community.

One trustee pointed out that adequate representation on the Review Committee is difficult given the current zone structure between zones 8 and 9, i.e. Grange School is in Zone 9 but 90% of the students are in Zone 8. Support for the delegation's request that the boundaries be re-considered prior to the Review Committee meetings convening was expressed. It was confirmed that there are other catchment centres in the school district that have been dissected by the Zones established.

B. Wallace assured the public that he would be representing and having input on behalf of Ancaster and Glanbrook on both the Zone 8 and 9 Review Committees.

Believing that the issue of zone boundaries could be revisited by the Business Committee and the boundaries changed accordingly,

It was moved by R. Woodworth that the Committee consider this matter immediately.

LOST.

It was moved by W. Hicks that the presentation regarding concerns of Ancaster parents as a result of the Board's Zone Boundary Proposals be referred to the Zone Review Committees dealing with Zones 8 and 9.

Trustees in support of the motion believed that other communities were also concerned but had agreed to follow the process in place to deal with these concerns. To fast-track the concerns presented this evening would not be fair to the others. The members were confident that the boundaries would be considered carefully in due course.

D. Grant responded to a question that while definitive timelines have not been established for the Committees to meet, it is expected that early in January the dates will be set.

To the motion, CARRIED.

6. Update: Transportation and Related Program Issues – J. Bishop

J. Bishop referenced the Transportation Guidelines passed by the Board last June. She expressed concern that some of the guidelines as she understood them were being interpreted differently. While the guidelines only reference home to school/school to home transportation, there is some school to school transportation provided in the County schools for Family Studies and Design/Technology programs. Also, her assumption that the former City Board practice of chaperones and support for students in the Section 27 program would continue was incorrect. Many of these issues are noted regularly in Executive Council minutes.

J. Bishop emphasized that, in addition to the above concerns, there are students who are not attending school for lack of transportation because they don't fit the way in which these guidelines are being interpreted. In the past, they would have received transportation. She then presented two motions to the Chair and asked that a member of the Business Committee consider placing them on the floor.

The Chair asked D. Grant to respond to J. Bishop's concerns. Noting that Executive Council had given some consideration to her concerns since they first surfaced at the Education Committee meeting, he believed that there was no contravention of the guidelines. The County has historically provided transportation under the circumstances cited and there was no thought that the new guidelines would preclude that continuing. However, the Business Committee may want to consider whether or not the provision of school to school transportation for County Family Studies and Design/Technology is in contravention of the guidelines. He agreed that this issue needs to be addressed by the Transportation Policy Committee.

J. Bishop reiterated her concerns with the interpretation of the guidelines in that the things she thought would continue based on past practices and policies have not. She expressed her preference to reviewing the guidelines so that there is a clear understanding of what is meant and situations where students are not at school solely because transportation is not available can be addressed.

[L. Peddle joined the meeting- 7:00 p.m.]

A trustee spoke in support of addressing the mixed messages that parents are receiving regarding school to school transportation. It was noted that there may be some inequity in the interim while the Board is amalgamating past practices and policies.

D. Sage responded to a question whether the implementation of the guidelines, as approved in June, changed past practices. He indicated that the Grace Haven program (Section 27) received transportation and chaperones were part of the former City Board's practice. However, funding for these services was not provided for in the 1998/99 budget. He also noted that a committee has been established to review behaviour on vehicles.

It was moved by R. Woodworth that the following recommendations regarding the Board's Transportation Guidelines, as presented by J. Bishop, be referred to administration and that a report be brought back to the Committee:

(a) That the guidelines for transportation be reconsidered and report brought back to this Committee in January.

(b) That immediately those students who are not attending schools for reasons of transportation (Section 27 and those requiring chaperones) be given transportation and a long-term decision as to their eligibility be considered in the report to come back to the Board.

CARRIED.

7. Transition Committee Report – Student Information System

W. Joudrie presented the report.

It was moved by R. Woodworth: That the "The School Administrator-Version 7" from TREVLAC Computer Services Limited be approved as the Student Information System for the H.W.D.S.B.

R. Woodworth agreed to a friendly amendment to add "**within the budget model presented**". If there is a change in the Ministry direction, it is understood the officials would come back to the Committee.

W. Joudrie acknowledged the contributions of Len Dixon, Manager, Technical Services, especially in light of his pending retirement at the end of this month.

The Chair offered appreciation to L. Dixon and wished him well in his pending retirement.

To the motion, as follows, **CARRIED.**

It was moved by R. Woodworth: That the "The School Administrator-Version 7" from TREVLAC Computer Services Limited be approved as the Student Information System for the H.W.D.S.B., within the budget model presented.

9. County Schools: Equitable Network Access – Restructuring Project

D. Grant introduced the report and then called on L. Dixon to present it.

W. Joudrie confirmed that asbestos plans will be reviewed prior to any wiring being done.

It was moved by H. Bullock: That the Board approve the Equitable Network Access Project with a total cost of \$118,600., subject to receipt of final approval from the Ministry of Education and Training.

Noting that Glenwood Public School (Maple Lane Building) was not to be upgraded pending determination of school closures, the members asked that the officials include this building in the list of work to be done. D. Grant agreed that the budget could be stretched to incorporate the wiring that would be required.

H. Bullock agreed to the friendly amendment of adding “and that the Maple Lane Building be included in the project”.

To the motion, as follows, **CARRIED.**

It was moved by H. Bullock: That the Board approve the Equitable Network Access Project with a total cost of \$118,600., subject to receipt of final approval from the Ministry of Education and Training and that the Maple Lane Building be included in the project.

H. Bullock asked that the motion that directed the Glenwood Program to Fairview School be on the January agenda of the Business Committee.

10. Education Development Charges

D. Grant presented the report.

In response to a trustee question, D. Grant noted that the “may” in the rationale of the report should have been more emphatic. The current rules dictate what EDC monies must be utilized for. He indicated that the Ministry has sent an acknowledgement letter in response to the Board’s letter requesting approval to utilize these monies differently but no answer to the basic question was given.

R. Mulholland noted that an area MPP is attempting to put a resolution forward to address this very situation.

It was moved by H. Bullock: That the Education Development Charges Report dated October 31 and November 30, 1998 be received and filed.
CARRIED.

11. County Planning Report

D. Grant introduced the report and asked D. Sage to review it.

A trustee suggested that the Board should be able to object to 1.(b) on the basis that , despite the fact that the Board may own a site in that subdivision, there isn’t a school and there is little chance that the Board would be able to generate enough money to build a school. D. Sage responded that the Board’s legal counsel has indicated that there is no reference in the Act that would allow the Board to challenge the subdivision on this basis. The municipality has the responsibility to ensure there is sufficient space (for a school) provided within the subdivision.

D. Grant responded to a question that the intended funding source for new schools is within the accommodation grant of the Ministry's new funding model and is provided by way of new pupil place grants. Consequently, the only way to generate provincial funding is to deal with the capacity vs. enrolment issue.

D. Sage responded to questions regarding the condition of providing 'adequate signage --- warning that students from this development are likely to be redirected to schools outside of the area ---'. This wording was vetted through the Region and will be considered as a condition of approval.

Following some discussion, D. Grant offered that it is anticipated there will be new requirements regarding school boards imposing development charges in their jurisdiction and noted that the Board's eligibility to do this in the future was questionable.

The officials were asked to confirm

It was moved by W. Hicks that the recommended actions stated in the County Planning Report for December 1998 be approved.

CARRIED, 1 opposed.

12. Bellmoore Transportation Update

It was moved by R. Woodworth: That the report be received for information and that staff be authorized to erect a school identification sign, on the Bellmoore School site, in a location satisfactory to School Council at an installed cost not to exceed \$600.00.

CARRIED.

Appreciation was expressed to D. Sage for taking action and providing support for the concerns around this situation.

13. Response To Delegation – Dundas District School Bus Routes

D. Sage presented the report.

It was moved by W. Hicks: That the report from administration regarding Dundas District School bus routes be received for information.

CARRIED.

14. 1999 Insurance Premiums

D. Sage presented the report.

(a) It was moved by R. Woodworth: That the Superintendent of Business and Treasurer proceed with the payment of 1999 liability insurance premiums to the Ontario Insurance School Board Exchange.

D. Sage responded to a question that the Board's liability insurance provides coverage for school councils provided they are working within their mandate to provide advise to the principal.

To the motion, CARRIED.

(b) It was moved by W. Hicks: That the Superintendent of Business and Treasurer be authorized to secure insurance for property of every description, automobile, data processing, boiler, machinery and crime portfolios through Dalton Timmis Insurance Brokers.

D. Sage confirmed that Dalton Timmis has agreed to provide brokerage service, without commission or fee, until the Board secures a broker of record. D. Grant confirmed that he anticipates having a recommended action for Board approval in February.

W. Hicks agreed to the following as a friendly amendment to his motion:

“and that no commission be paid until a broker of record is identified by February 28, 1999” be added to Clause (b).

To the motion, as follows, **CARRIED.**

(b) It was moved by W. Hicks: That the Superintendent of Business and Treasurer be authorized to secure insurance for property of every description, automobile, data processing, boiler, machinery and crime portfolios through Dalton Timmis Insurance Brokers and that no commission be paid until a broker of record is identified by February 28, 1999.

(c) It was moved by H. Bullock: That the Superintendent of Business and Treasurer proceed with a “*Request for Proposal*” for the purpose of securing insurance broker services on behalf of the Hamilton-Wentworth District School Board.
CARRIED.

(d) It was moved by H. Bullock: That the Superintendent of Business and Treasurer provide a report to Board on the results of the broker selection process.
CARRIED.

15. School Budget Working Group Report

L. Veerman presented the report.

L. Veerman responded to questions as follows:

- Glenwood School was deemed to warrant additional funding because of the requirements of the program
- concerns around addition funding for a similar program at Sir Winston Churchill Secondary School could be reviewed by the Working Group; K. Bain added that Churchill’s 1998-99 budget increased dramatically whereas the overall budget at Glenwood was decreased. The allocation to Glenwood School was an attempt to ensure equity and to soften the sharp decrease.

- the allocation of language grants is funded based on a the number of minutes per language courses being taught

- learning opportunities grant – the Ministry has indicated that the whole area of learning opportunities is being reviewed; this money is over and above the dollars under the foundation grant and is an attempt to provide some funding for those students who require additional assistance as a result of their socio-economic background.

- all recommendations in the report are based on input from the various principal representatives; it is the responsibility of each member of the working group to ensure that all recommendations and allocations are vetted through their groups so that the decisions represent the concerns/needs of the system

•L. Veerman clarified that "revenue" references in the report relate to revenue generated through school operations such as cafeterias, rentals, etc. Revenues are one of the outstanding issues to be reviewed.

D. Grant recalled that the area of school budgets was one of the areas where, at budget time, the total dollars were approved but the detailed allocations had not been determined. The school budget working group had been established for this purpose. The Working Group reported their recommendations to Executive Council for approval and implementation. This report to the Business Committee is according to the motion approved by the Board directing "a report from the School Budget Working Group regarding school budgets for information purposes".

L. Veerman confirmed that this is not the final report of the working group.

It was moved by H, Bullock: That the report outlining the allocation of budgets to schools be received for information.

CARRIED.

16. School Facility Renewal Program

T. Cupido presented the report. He confirmed that the allocation of \$6.5 million is for this budget year with the expectation that it will be an ongoing amount. There is some preliminary information that indicates this amount could be topped up by an additional \$1 million in the 1999/2000 budget year.

T. Cupido confirmed that buried oil tanks are a problem on both City and County properties. Given that this is a priority, it is expected that all should be removed within 2-3 years.

T. Cupido acknowledged a trustee's concern that schools that were targeted for possible closure are not on the priority list for repairs. However, he offered that there is flexibility within the framework to either schedule appropriate work should a school not be closed and/or to cancel any work scheduled for a school that is closed.

T. Cupido confirmed that it is anticipated these monies will address any mould concerns in portables. He responded to a further question that the budgeted amounts will handle most normal day-to-day operations. If a situation should arise that cannot be accommodated, the officials may have to come back to the Board for reconsideration of the priority list.

When a trustee questioned the practicality of repairing the air quality in the gymnasium of Prince of Wales School without increasing its size, T. Cupido agreed to revisit the situation.

Upon request, T. Cupido outlined the process for effecting the repairs at Barton Secondary School:

- there are ongoing meetings with the Principal and School Council representatives
- a plan of action for the remainder of the budget year (to the end of August) will be developed
- the services of an architect are required for this scope of project and Board approval for such will be sought in February
- projects to be done through the summer months will brought to this Committee for approval in March or April

It was moved by L. Peddle:

(a) That the administration proceed with the implementation of the School Facility Renewal projects for the current year 1998-1999 as outlined in the report.

(b) That the administration proceed with the development of a comprehensive five-year Capital School Renewal Program and that a draft plan be presented to the May, 1999 Business Committee.

CARRIED.

17. Update: Finance System**18. Update: Human Resources/Payroll System**

D. Grant presented the above reports.

It was moved by R. Woodworth: That the update regarding selection of a Finance system be received for information purposes.

D. Grant responded to questions regarding the decision to engage a consulting firm to assist with the selection of a Human Resources/Payroll system. While the officials did not anticipate the need for a consultant, the evaluation team made the recommendation for such only after their review of the issues and their determination of the complexity of the decision to be made. The consulting firm, who has 3-4 consultants working full time on the project in order to meet the Board's short timelines, will lead the evaluation team to the point where a preferred solution is identified.

Several trustees expressed concerns about the selection of a consulting firm without Board knowledge or approval and questioned the timeframes that demanded this decision and the amount of dollars being expended in relation to the total cost of project.

D. Grant emphasized the position of both evaluation teams that the payroll system and the finance system need to be implemented as soon as possible. He believed that the total funding source will enable both systems to be put in place. The consultant's fee will be part of the implementation budget for these systems.

In response to a question why the expertise of staff was not considered sufficient, M. Matier emphasized the importance of the payroll system in an organization of this size. He acknowledged that the policies of both the former City and County Boards relative to tendering would be considered by the Joint Advisory Committee in the near future.

D. Grant added that the evaluation team felt strongly that they needed assistance from a consultant to reach the right solution. He emphasized that the decision was not arrived at lightly and the need for a third party objective opinion was deemed crucial.

Some trustees felt the rationale provided by the officials did not substantiate the decision to engage a consulting firm and believed the process used to do so was not appropriate.

To the motion, CARRIED.

It was moved by R. Woodworth: That the update report regarding selection of a Human Resources/Payroll system be received for information purposes.

CARRIED.

In view of the above discussion and the concerns expressed by the trustees,

It was moved by L. Peddle that administration bring the Tenders/Quotations (Consultant) Policy to the Business Committee for review and consideration of amendments.

CARRIED.

The open session then adjourned at 9:45 p.m. and the Committee met in-camera.

D R A F T
MINUTES OF THE SPECIAL MEETING
OF THE BUSINESS COMMITTEE
JANUARY 4, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Reg Woodworth and Ray Mulholland.

Regrets: Laura Peddle

Also present: Judith Bishop, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Superintendent of Education), Ken Bell (Superintendent of Education), Nora Campbell (Superintendent of Education), Krys Croxall (Superintendent of Education), Tony Cupido (Superintendent of Plant Services) and Wayne Joudrie (Superintendent of Education).

Also in attendance: M. Burjaw, Manager, Purchasing
I. Polidori, Manager, Financial Services
D. Russon, Manager, Human Resources

The Chair called the meeting to order at 7:00 p.m.

2. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved as distributed.
CARRIED.

ACTION ITEM:

3. Financial Information System

M. Burjaw presented the report.

It was moved by W. Hicks that The Hamilton-Wentworth District School Board approve the selection of SRB International Ltd. as the Financial Information System and the expenditure of \$1,106,300 in order to provide for acquisition and implementation costs as detailed in the Report of the Financial Information System Evaluation team.

M. Burjaw responded to a question that the project manager will be required for approximately 9-10 months with the system expected to be operational by September, 1999. The project manager will be under contract for a limited amount of time and the Board will not be under any further obligation to that person once the contract expires.

NOTE: I have R. Woodworth asking a question about being on budget – I then had to leave the room and have no further notes until the Y2K questions - - DO YOU RECALL ANYTHING THAT SHOULD BE CAPTURED IN THE MINUTES???

M. Burjaw confirmed that this program is Y2K compliant in its own right. D. Grant added that Cyborg has had a third party certify that the program is Y2K compliant.

To the motion, CARRIED.

4. Human Resources/Payroll Information System

D. Russon and I. Polidori presented the report.

It was moved by R. Woodworth that The Hamilton-Wentworth District School Board approve the selection of Cyborg Systems Canada Inc. as the Human Resources/Payroll Information System vendor and the expenditure of \$1,835,800 to provide for the acquisition and implementation costs as detailed in the Report of the Human Resources/Payroll System Evaluation team.

D. Russon confirmed that the system will require some customization to be able to provide longitudinal data for the Board's use. Also, a substitute employee system (assigning casual staff as required) will be an add-on to the system.

D. Russon noted that the education sector is considered unique because of its complex payroll systems, i.e. the number of payrolls and collective agreements in place, employees who fill multiple positions, etc.

One trustee suggested that the vendor should not be able to market the program to other school boards when this Board has absorbed this expenditure. D. Russon also confirmed that 'ownership' of the program once customized is being negotiated.

I. Polidori responded to a question whether there should be consideration given to staggering the implementation of these two systems. She agreed it was an extremely aggressive schedule but supported the attempt to target September, 1999. She referenced the outside assistance of the project manager and the monies available to assist the internal staff to learn the new system. She agreed that there has to be some flexibility within the critical path towards implementation that has been set out.

To the motion, CARRIED.

M. Matier assured the members that the January 13 Zone School Closure Review Committee meeting is very much an information meeting for principals and school council chairs. The issues requiring Board decisions will be placed before the Business Committee at its meeting in February.

Adjournment:

It was moved by R. Woodworth: That the meeting be adjourned, this being done at 7:55 p.m.

CARRIED.

ACTION ITEMS

BUSINESS COMMITTEE
1999 01 21

The Hamilton-Wentworth District School Board

M E M O

To: Merv Matier, Director of Education and Secretary
From: Dr. Elizabeth Bond, Superintendent of Education, Secondary East
Re: Delta Secondary School – 75th Anniversary – May 2000
Request for “Seed” Money
Date: 1999 01 21

Recommended Action:

That \$10,000 be advanced to Delta Secondary School to be used as working capital for the 75th Anniversary to be held in May 2000 with the following provisions: that the \$10,000 be returned to the Board by August 31, 2000 following the 75th Anniversary celebration.

Background:

On October 1, 1998 the Business Committee reviewed correspondence from Jon Sims, principal of Delta Secondary School, requesting “seed money” to be used as working capital by the school in planning for Delta's 75th Anniversary in May 2000. The correspondence was referred to the officials for response.

On November 12, 1998 Elizabeth Bond presented a status report which outlined the organizational structure for the reunion and an accompanying preliminary budget developed by Jon Sims in consultation with Lucy Veerman.

As requested by the trustees, the current report addresses concerns about Delta Secondary School's accountability for the \$10,000 seed money requested.

Rationale:

The letters included in the appendices indicate the sources of support that will be provided to ensure that the \$10,000 will be returned to the Board.

- Appendix A* Letter of Tammy Hwarg, Delta Student Council
- Appendix B* Letter of Bob Alderson, Chair, Finance Committee, Delta Secondary School
- Appendix C* Letter of Norma Dymond, President, Delta Secondary Home & School Association
- Appendix D* Letter of Jill Rumble, Chair, Delta Secondary School Council

It is hoped that the event will be financially successful and that the Board will be reimbursed from the money raised through the various scheduled events. However, as indicated in the letters the Delta staff, Home & School Association and Student Council are prepared to cover the \$10,000 payment should there be a shortfall.

5-1

November 25.1998

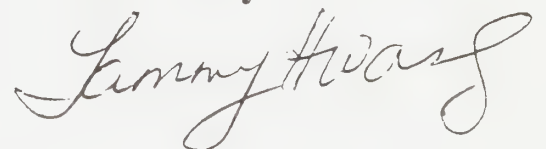
Dear Mr. Sims,

The Delta Student Council wishes to express its overwhelming support of the Delta 75th Reunion Committee, and its numerous exciting plans.

To demonstrate this support in a tangible way, Student Council has passed a motion which will set aside \$2500.00 from the Student Activity Fee from the 1999 -2000 school year. These funds will be ear marked as a contingency fund, and will be available to the Reunion Committee, or the Hamilton-Wentworth District School Board, in the event that the Reunion Committee experiences an unexpected financial shortfall.

We are confident that the hard work and creative ideas of the Reunion Committee will result in an unprecedented success for all involved, and we look forward to working in partnership towards this success.

Sincerely Yours,

A handwritten signature in cursive script, reading "Jimmy Hwang".

5-2

November 27, 1998

To Jon Sims and whomever it concerns,

The Delta Finance Committee fully supports the plans for the seventy-fifth reunion. We are prepared to guarantee the \$10,000 loan from the Board of Education for seed money to a maximum amount of \$5,000.

Regards,

A handwritten signature in dark ink, appearing to be 'R. Alderson', followed by a long horizontal line.

Bob Alderson
Chair – Finance Committee
Delta Secondary School

5-3

November 20, 1998

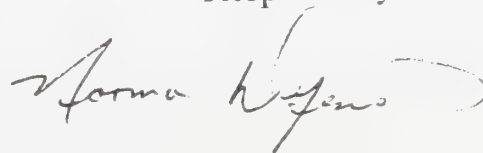
To whom it my concern:

I am writing this letter on behalf of Delta Secondary Home and School Assoc. We were very pleased to hear that the Hamilton Wentworth Board of Education would be advancing Delta the necessary "seed money" to get our 75th reunion up and running. I would like to thank you very much for your support with this very special event.

Delta's Home and School Assoc. is more than happy to show our support of the 75th reunion. At our meeting held November 17 the members voted unanimously in providing \$2,500 as our share of the collateral in Delta Secondary securing the \$10,000 loan from the Hamilton Wentworth Board of Education.

Once again thank you for your support.

Respectfully

A handwritten signature in cursive script, appearing to read "Norma Dymond", with a large, sweeping flourish at the end.

Norma Dymond
President

Delta Secondary Home and School Assoc.

DELTA SECONDARY SCHOOL COUNCIL

1284 Main Street East,
Hamilton, Ontario L8K 1B2

November 15, 1998

Ms. Lillian Orban
Budget Committee Member
Hamilton Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8P 1H6

Dear Lillian:

As you are aware Delta Secondary School will be celebrating it's 75th Anniversary in the year 2000. The main celebration focus is around the weekend of May 28, 2000. We already have an organizing committee and over 500 past alumni on a data base as we prepare to develop a very exciting programme of activities. One of the goals of the Anniversary committee is to be able to leave a lasting legacy to the school by raising sufficient funds through the Anniversary activities to be able to redevelop the Delta Secondary School back campus.

All of the functions being considered cannot be accommodated on the school property and so seed money needs to be used prior to funds being available from the expected profits from the various activities.

Delta Secondary School Council does not have funds to contribute to the project, but are fully supportive of the need for the \$10,000. seed money the Anniversary committee has requested from the Hamilton Wentworth District School Board. These funds are needed in advance to allow the Anniversary Committee to commence planning and begin to book halls, order memorabilia merchandise that will be available for sale and move forward with a very exciting and enthusiastic programme of activities for the year 2000.

We are aware of and support the commitment of paying back the \$10,000. seed money to the Hamilton Wentworth District School Board.

After reviewing the Anniversary committee's budget plans we support the pledge of \$2,500. from our Delta Home and School Association, the \$2,500. pledge from Delta Student Council and the need to take a further \$5,000. from Delta Secondary School's operating budget if the anniversary programme does not generate the necessary \$10,000. to reimburse the Hamilton Wentworth District School Board for their initial start up funding.

We are confident that this commitment from the three partners will **not** be required, as the planned Anniversary activities will focus on the need to generate sufficient funds throughout the various events to provide revenue in excess of expenditures to repay the initial Board commitment and also leave a lasting legacy to the school.

It is the intent of the Delta Secondary School Alumni to provide the future students of Delta with an Anniversary Gift that will allow Delta Secondary School to continue to have an impact in our east End Community.

Yours sincerely



Jill Rumble
Chair
Delta Secondary School Council
C/- 949 Montclair Avenue
Hamilton, Ontario
L8M 2E3

c.c. Don Grant, Betty Bond, Marv Matier.

#6

The Hamilton-Wentworth District School Board

TO: Merv Matier
Director of Education and Secretary

FROM: Don Grant,
Superintendent of Business and Treasurer
Lucy Veerman,
Manager of Budget

SUBJECT: Enrolment Summary - October 31, 1998

Recommended Action:

Moved by: _____

That the enrolment summary report for October 31, 1998 be received for information.

Rationale:

Attached is the enrolment summary report for October 31, 1998. The report summarizes enrolment by school, by grade, by credit (where applicable), by head count and full time equivalent status.

Expenditures and revenues included in the 1998/99 Budget were calculated based on projected full time equivalent (FTE) enrolment as at October, 1998 and March 31, 1999. This enrolment is weighted at 0.5 for each of the count dates.

	Projected Oct 31/98 <u>FTE</u>	Actual Oct 31/98 <u>FTE</u>	Increase (Decrease) <u>FTE</u> <u>%</u>	
Elementary	36,853.50	36,770.15	(83.35)	(0.2)%
Secondary	<u>19,100.00</u>	<u>19,355.00</u>	<u>255.00</u>	<u>1.3%</u>
	55,953.50	56,125.15	171.65	0.3%

Although this increase in enrolment will result in a marginal increase in operating grants, the annualized impact cannot be determined until the March 31, 1999 actual enrolment is confirmed.

LV/lv
99/01/21
attach.

ENROLMENT SUMMARY

OCTOBER 31, 1998

ELEMENTARY CITY				ELEMENTARY COUNTY		TOTAL	TOTAL F.T.E.	
ACES	31	Linden Park	200	Ancaster Senior	524			
A.M. Cunningham	348	Lisgar	269	Balclava	505			
Adelaide Hoodless	570	Lloyd George	192	Bell-stone	157			
Allenby	120	Memorial	694	Bellmoore	292			
Bennetto	270	Mountview	280	Beverly Central	157			
Buchanan Park	307	Norwood Park	365	Billy Green	363			
Burkholder	366	Parkdale	277	C.H. Bray	281			
Cardinal Heights	483	Pauline Johnson	397	Central Park	351			
C.B. Stirling	513	Peace Memorial	299	(Dundas) Central Public	198			
Centennial	547	Prince of Wales	728	Collegiate Avenue	303			
Central	171	Prince Philip	311	Dr. J. Seaton	313			
Chedoke	451	Queen Mary	676	Dundana	286			
Dalewood	426	Queensdale	244	Dundas District	557			
Dr. J. Edgar Davey	358	Queen Victoria	278	Eastdale	262			
Earl Kitchener	413	R.A. Riddell	592	Fessenden	330			
Eastmount Park	294	Red Hill	243	Flamborough Centre	466			
Elizabeth Bagshaw	335	Richard Beasley	334	Glenwood	49			
Fairfield	246	Ridgemount	310	Grange	383			
Fernwood Park	265	Robert Land	263	Green Acres	278			
Franklin Road	385	Rosedale	245	Greensville	228			
George L. Armstrong	686	Roxborough Park	378	Guy Brown	479			
George R. Allan	416	Ryckman's Corners	160	Janet Lee	487			
Gibson	247	Ryerson	368	Lynden	99			
Glen Brae	334	Sanford Avenue	416	Mary Hopkins	484			
Glen Echo	302	Seneca	218	Memorial (Stoney Creek)	257			
Gordon Price	345	Sherwood Heights	352	Millgrove	242			
Hampton Heights	376	Sir Isaac Brock	274	Mount Albion	433			
Helen Detwiler	581	Sir Wilfrid Laurier	601	Mount Hope	344			
Hess Street	359	Stinson Street	314	Mountain View	352			
Highview	397	Strathcona	152	Parkwood	139			
Hillcrest	345	Thornbrae	342	Pleasant Valley	226			
Hillsdale	292	Tweedsmuir	381	Queen's Rangers	204			
Holbrook	221	Vern Ames	314	R.L. Hyslop	256			
Huntington Park	446	Viscount Montgomery	466	Rousseau	340			
James MacDonald	271	W.H. Ballard	731	Sheffield	63			
King George	243	Westview	409	Spencer Valley	261			
Lake Avenue	808	Westwood	359	Tapleystown	380			
Lawfield	373	Woodward	281	Winona	396			
Lincoln Alexander	315			Yorkview	271			
ELEMENTARY TOTALS				14256	13713	11996	39965	36770.15

SECONDARY CITY				SECONDARY COUNTY			
Barton	1182	Sherwood	1225	Ancaster	1433		
Delta	907	Sir Allan MacNab	1037	Highland	883		
Glendale	1103	Sir John A. Macdonald	1297	Orchard Park	1287		
Hill Park	1212	Sir Winston Churchill	926	Parkside	870		
Mountain	324	Westdale	1350	Saltfleet District	1179		
Parkview	385	Westmount	1062	Waterdown District	1042		
Scott Park	736						
SECONDARY TOTALS		5849		6694		19440	19355.00

GRAND TOTALS - ELEMENTARY & SECONDARY				Enrolment	F.T.E.
City Total				40715	37994.25
County Total				18690	18130.90
98 BOARD TOTAL				59405	56125.15

BUDGET DEPARTMENT

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1998 OCTOBER 31

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

ELEMENTARY SCHOOL ENROLMENTS

ELEM COUNTY	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	C-SPE	TOTAL	F.T.E.
Ancaster Sr.									259	263	2	524	524.00
Balaclava		33	58	59	53	77	47	56	71	51		505	488.50
Bell-stone		16	23	22	26	25	30	15				157	149.00
Bellmoore		41	28	26	27	35	16	27	48	44		292	271.50
Beverly Central		12	22	31	25	19	24				24	157	151.00
Billy Green		26	35	23	48	48	29	46	48	57	3	363	350.00
C.H. Bray		33	45	35	33	57	34	44				281	264.50
Central Park		40	60	72	54	63	62					351	331.00
(Dundas) Central Public		29	32	18	19	29	25	27			19	198	183.50
Collegiate Ave.		26	36	33	31	23	36	36	37	38	7	303	290.00
Dr. J. Seaton					23	20	43	66	81	80		313	313.00
Dundana		29	39	42	49	44	39	41			3	286	271.50
Dundas District								127	205	208	17	557	557.00
Eastdale		21	34	35	29	29	27	26	28	33		262	251.50
Fessenden		30	36	34	55	50	53	62			10	330	315.00
Flamborough Centre		19	18	26	12	28	14	29	157	163		466	456.50
Glenwood											49	49	49.00
Grange		50	47	46	49	65	69	57				383	358.00
Green Acres		20	18	18	20	20	18	22	56	63	23	278	268.00
Greensville		27	43	34	32	48	40				4	228	214.50
Guy Brown		81	83	62	81	60	59	48			5	479	438.25
Janet Lee		55	41	62	61	57	64	47	49	51		487	459.50
Lynden		17	18	16	12	18	18					99	99.90
Mary Hopkins		62	77	60	82	70	66	67				484	453.00
Memorial (Stoney Creek)		18	26	29	26	20	27	32	42	37		257	248.00
Millgrove		38	42	38	33	46	45					242	223.00
Mount Albion		44	45	39	42	55	45	52	38	53	20	433	411.00
Mount Hope		28	32	35	25	33	30	44	66	51		344	330.00
Mountain View		43	35	30	38	46	37	49	30	44		352	330.50
Parkwood			22	19	26	25	27	20				139	139.00
Pleasant Valley		31	31	28	28	33	33	35			7	226	210.50
Queen's Rangers		17	31	36	32	27	29	32				204	195.50
R.L. Hyslop		40	38	35	48	39	20	32			4	256	236.00
Rousseau		30	39	47	48	60	62	54				340	325.00
Sheffield		19	23	21								63	53.50
Spencer Valley								86	81	79	15	261	261.00
Tapleystown		41	51	42	36	48	35	45	29	53		380	359.50
Winona		38	43	34	45	50	51	39	45	51		396	377.00
Yorkview		36	46	40	49	52	48					271	253.00
TOTAL ELEM County	0	1090	1297	1227	1297	1419	1302	1363	1370	1419	212	11996	11450.15

ELEM CITY (A-G)

ACES									14	17		31	31.00
A.M. Cunningham	46	51	56	50	52	43	38				12	348	299.50
Adelaide Hoodless	53	41	55	67	55	51	35	77	69	60	7	570	523.00
Allenby	26	13	16	21	11	15	18					120	100.50
Bennetto								84	87	84	15	270	270.00
Buchanan Park	51	38	41	50	46	43	38					307	262.50
Burkholder Drive								123	121	122		366	366.00
Cardinal Heights								149	153	175	6	483	483.00
C.B. Stirling	39	52	45	50	52	45	58	50	56	56	10	513	467.50
Centennial	71	73	92	88	71	66	70				16	547	475.00
Central	22	27	34	22	25	21	20					171	146.50
Chedoke								139	144	153	15	451	451.00
Dalewood								109	112	137	68	426	426.00
Dr. J. Edgar Davey	64	53	59	47	40	41	31				23	358	299.50
Earl Kitchener	43	61	55	55	55	72	72					413	361.00
Eastmount Park	35	36	46	39	54	42	34				8	294	258.50
Elizabeth Bagshaw								122	101	96	16	335	335.00
Fairfield	25	44	34	51	36	24	22				10	246	211.50
Fernwood Park	32	38	35	34	42	37	33				14	265	230.00
Franklin Road	51	59	66	48	56	49	43				13	385	330.00
G.L. Armstrong	45	42	54	49	44	50	32	129	118	118	5	686	642.50
G.R. Allan	42	63	54	58	68	74	57					416	363.50
Gibson	38	32	36	33	31	43	34					247	212.00
Glen Brae								108	120	100	6	334	334.00
Glen Echo	38	44	36	48	43	41	46				6	302	261.00
Gordon Pnce	49	44	57	42	49	54	50					345	298.50
TOTAL ELEM City (A-G)	770	811	871	852	830	811	731	1090	1095	1118	250	9229	8438.50

BUDGET DEPARTMENT

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1998 OCTOBER 31

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

ELEMENTARY SCHOOL ENROLMENTS

ELEM CITY (cont'd)	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	TOTAL	P.T.E.
Champion Heights								124	107	106	39	376	376.00
Allen Detwiler	71	81	91	74	88	78	94				4	581	505.00
Hess Street	54	46	43	43	46	41	43	43				359	309.00
Highview								108	130	117	42	397	397.00
Hillcrest								119	98	93	35	345	345.00
Hillsdale	42	44	46	36	50	47	27					292	249.00
Holbrook	34	18	24	29	32	35	26				23	221	195.00
Huntington Park	61	69	58	59	64	63	55				17	446	381.00
James MacDonald	34	36	45	38	38	30	50					271	236.00
King George	32	21	36	37	26	29	26	26			10	243	216.50
Lake Avenue	87	89	80	95	77	85	71	80	65	79		808	720.00
Lawfield								116	120	131	6	373	373.00
Lincoln Alexander	38	45	38	51	48	47	48					315	273.50
Linden Park	23	25	27	28	30	21	37				9	200	176.00
Lisgar	31	32	26	50	41	39	40				10	269	237.50
Lloyd George	23	34	30	27	24	22	18				14	192	163.50
Memorial	53	60	68	61	64	50	53	81	91	96	17	694	637.50
Mountview	27	34	30	46	43	60	40					280	249.50
Norwood Park		31	40	39	32	42	42	48	39	52		365	349.50
Parkdale	33	48	42	40	40	44	30					277	236.50
Pauline Johnson	59	55	63	41	64	63	42				10	397	340.00
Peace Memorial	35	38	51	51	38	41	37				8	299	262.50
Prince of Wales	47	61	70	56	60	57	47	79	125	114	12	728	674.00
Prince Philip	58	43	54	40	38	45	32				1	311	260.50
Queen Mary	54	63	56	69	50	57	57	83	80	63	44	676	617.50
Queensdale	37	36	38	28	35	31	27				12	244	207.50
Queen Victoria	44	42	35	42	30	31	24				30	278	235.00
R.A. Riddell	40	33	45	43	45	53	53	87	87	92	14	592	555.50
Red Hill	42	35	31	34	42	27	32					243	204.50
Richard Beasley	37	46	47	57	41	51	46				9	334	292.50
Ridgemount	41	42	43	47	40	38	52				7	310	268.50
Robert Land	35	36	42	37	35	24	29				25	263	227.50
Rosedale	28	34	34	44	37	37	31					245	214.00
Roxborough Park	52	50	59	65	41	50	53				8	378	327.00
Smyckman's Corners	23	27	25	18	28	18	21					160	135.00
Ryerson								109	137	122		368	368.00
Sanford Avenue	45	64	73	65	54	58	44				13	416	361.50
Seneca	25	32	36	37	25	23	24				16	218	189.50
Sherwood Heights	44	45	55	51	56	51	50					352	307.50
Sir Isaac Brock	47	43	36	42	29	38	39					274	229.00
Sir Wilfrid Laurier	66	81	88	103	94	80	61				28	601	527.50
Stinson Street	41	42	52	58	34	48	39					314	272.50
Strathcona	20	15	20	22	15	19	18	15			8	152	134.50
Thombræ	32	36	55	47	68	46	58					342	308.00
Tweedsmuir								107	119	119	36	381	381.00
Vern Ames	37	46	45	55	44	43	44					314	272.50
Viscount Montgomery	22	24	41	31	29	29	24	58	90	64	54	466	443.00
W.H. Ballard	48	60	69	44	56	63	49	105	114	115	8	731	677.00
Westview								110	124	132	43	409	409.00
Westwood	40	54	44	47	58	36	70				10	359	312.00
Woodward	39	40	44	42	37	38	38				3	281	241.50
TOTAL ELEM City (H-Z)	1781	1936	2075	2069	1966	1928	1841	1498	1526	1495	625	18740	16881.50

TOTAL ELEM CITY	2551	2747	2946	2921	2796	2739	2572	2588	2621	2613	875	27969	25320.00
TOTAL ELEM COUNTY	0	1090	1297	1227	1297	1419	1302	1363	1370	1419	212	11996	11450.15
1998 ELEM TOTAL	2551	3837	4243	4148	4093	4158	3874	3951	3991	4032	1087	39965	36770.15

NOTE: Self-Contained Special Education column includes General Learning Disability (GLD), Behavioural, Comprehensive, Communication, Specific Learning Disability (SLD), Developmentally Delayed, Gifted, Multiple, Physical, Speech and Language, Autistic and Hearing Impaired.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SECONDARY SCHOOL ENROLMENTS

••Secondary enrolment figures include adults in regular day programs, students in Alter Ed Programs and the Developmentally Disabled.

COMPOSITE & VOCATIONAL	GRADE 9			GRADE 10			GRADE 11			GRADE 12			OAC			SC SP-ED	TOTAL			F.T.E.					
	FT	2C	1C COUNT	FT	2C	1C COUNT	FT	2C	1C COUNT	FT	2C	1C COUNT	FT	2C	1C COUNT		FT	2C	1C COUNT						
Ancaster	311	0	0	320	0	0	289	0	0	289	308	3	2	313	179	11	0	190	10	1417	14	2	1433	1424 50	
Highland	224	0	1	186	0	0	152	0	0	152	194	0	0	194	124	2	0	126		880	2	1	883	881 25	
Orchard Park	252	0	0	296	0	0	259	0	0	259	377	0	0	377	103	0	0	103		1287	0	0	1287	1287 00	
Parkside	195	0	0	180	0	0	177	0	0	177	186	0	0	186	132	0	0	132		870	0	0	870	870 00	
Sailfleet District	277	0	0	264	0	0	246	0	0	246	287	0	0	287	105	0	0	105		1179	0	0	1179	1179 00	
Waterdown District	233	0	0	199	0	0	233	0	0	233	147	0	1	148	225	3	1	229		1037	3	2	1042	1039 00	
Barton	388	0	0	179	0	0	261	0	0	261	259	16	0	275	69	10	0	79		1156	26	0	1182	1169 00	
Della	315	2	0	176	2	0	194	0	0	194	185	0	0	185	27	0	0	27	8	903	4	0	907	905 00	
Glendale	416	0	0	178	0	0	212	0	0	212	249	1	0	250	46	1	0	47		1101	2	0	1103	1102 00	
Hill Park	363	3	0	237	2	0	244	0	0	244	282	2	0	284	55	1	0	56	25	1204	8	0	1212	1208 00	
Mountain Sec. Parkway	115	0	0	80	0	0	66	1	0	67	58	4	0	62	0	0	0	0		319	5	0	324	321 50	
Scott Park	171	1	0	76	0	0	66	2	0	68	64	5	0	69	0	0	0	0		377	8	0	385	381 00	
Sherwood	261	0	0	116	0	0	148	1	0	149	168	3	0	171	27	1	0	28	11	731	5	0	736	733 50	
SAM	365	3	0	234	1	0	222	3	0	225	267	9	0	276	78	14	0	92	30	1195	30	0	1225	1210 00	
SJAM	326	2	0	174	0	0	178	0	0	178	241	1	0	242	100	0	0	100	15	1034	3	0	1037	1035 50	
SWC	509	1	1	231	1	0	212	4	0	216	246	4	1	251	88	0	0	88		1285	10	2	1297	1290 50	
Westdale	315	0	0	155	0	0	175	2	0	177	209	4	0	213	23	1	0	24	42	919	7	0	926	922 50	
Westmount	329	0	1	264	0	0	256	1	0	257	290	4	0	294	179	2	0	181	24	1342	7	1	1350	1345 75	
	360	3	0	229	0	0	192	1	0	193	185	13	0	198	61	7	0	68	11	1038	24	0	1062	1050 00	
1998 SEC TOT	5725	15	3	3774	3768	6	0	3797	3782	15	0	4202	69	4	4275	1621	53	1	1675	176	19274	158	8	19440	19355 00

ADULTS (21 AND OVER) IN REGULAR DAY PROGRAMS

	FT	2C	1C	SC SPD	TOTAL	F.T.E.
Ancaster					0	0.00
Highland					0	0.00
Orchard Park	2				2	2.00
Parkside	3				3	3.00
Saltfleet District					0	0.00
Waterdown District					0	0.00
Barton	5				5	5.00
Delta	8				8	8.00
Glendale	3				3	3.00
Hill Park	1				1	1.00
Mountain Sec.	5				5	5.00
Parkview	19	2			21	20.00
Scott Park	20				20	20.00
Shenwood	3			4	7	7.00
SAM	11	1			12	11.50
SJAM	66	3	1		70	67.75
SWC	1			8	9	9.00
Westdale	6				6	6.00
Westmount	5	1		1	7	6.50
TOTAL ADULTS	158	7	1	13	179	174.75

The total for adults is included in the regular school enrollment.

SECONDARY ALTER ED

Jackson High (at Sir John A. Macdonald)	63
Lawrence Alter Ed (at Sir John A. Macdonald))	56
Phoenix Alter Ed (at Westmount)	31
TOTAL ALTER ED	150

*The total for After Ed is included in the regular school enrolment.

NOTE: Self-Contained Special Education columns include General Learning Disability (GLD), Behavioural, Comprehensive, Communication, Specific Learning Disability (SLD), Developmentally Delayed, Gifted, Multiple, Physical, Speech and Language, Autistic and Hearing Impaired.

GRAND TOTALS

	COUNT	F.T.E.
TOTAL COUNTY	6694	6680.75
TOTAL CITY	12746	12674.25
TOTAL SECONDARY	19440	19355.00

Prepared on 1998-11-06 .
Revised on 1/13/99 1:31 PM
9802sec sme : j

#7

The Hamilton-Wentworth District School Board

TO: Merv Matier,
Director of Education and Secretary

FROM: Don Grant,
Superintendent of Business and Treasurer
Ken Bain,
Superintendent of Education
Ken Waters,
Superintendent of Education
Lucy Veerman,
Manager of Budget

Subject: **Average Class Size Report**

Recommended Actions:

(1) Moved by: _____

That the report on average class size be received for information.

(2) Moved by: _____

That a copy of the report be made available to the public at the head office of the board and at the office of each school of the board.

(3) Moved by: _____

That a copy of the report be submitted to the chair of the school council for each school of the board.

(4) Moved by: _____

That Administration submit a plan to the Ministry outlining the use of the board's funding provided to meet the class size provision and how the board proposes to meet the average class size requirements.

(5) Moved by: _____

That the Board request approval from the Ministry for the average class size report as submitted. This approval is requested based on the staffing process noted in the report and the submission of a plan outlining how the board proposes to meet the average class size requirements.

(6) Moved by: _____

That the Board approve the mid-year reorganization of elementary schools in order to meet the average class size requirement of 25, as stipulated in the Education Act.

Rationale:

The regulation on class size (Ontario Regulation 118/98) made under subsection 170.1 (5) of the Education Act was filed on March 13, 1998. This regulation is part of Ontario's commitment, as legislated in the *Education Quality Improvement Act, 1997*, to limit board-wide average class size to 25 in elementary schools and 22 in secondary schools.

The regulation provides a consistent, province-wide method to be used by boards in determining the average class size of its elementary school classes and the average class size of its secondary classes, in the aggregate, in their day school program. Refer to Appendix A for a copy of the regulation. Boards must report their average class size to school councils, to the public, and to the Minister.

The legislated requirements regarding class size are effective commencing with the 1998-99 school year. The Education Act stipulates that each board shall determine the average class size of its classes, in the aggregate, as of October 31 each year. The Director of Education (or Secretary) of the board is required to prepare and file the required report on the average size of the board's classes no later than December 15.

The average class size report submitted to the Ministry is included in Appendix B. The report summarizes the average size of elementary and secondary school classes of the board, in the aggregate, as determined under Ontario Regulation, 118/98; identifies the average class size per elementary and secondary school; and includes memorandums outlining the staffing process undertaken by the Board for 1998/99.

Elementary Schools

The average class size for the elementary schools was calculated at 25.28. This is based on the actual number of pupils and the number of classes in all elementary schools of the board as of October 31, 1998. The elementary schools were staffed in accordance with the average class size provisions within the collective agreements while using past staffing practices.

In order to meet the average class size requirements of 25, a reorganization of approximately 16 classes is required. This number may be reduced based on the recent IPRC process, which resulted in the movement of a number of students from regular classes to existing self-contained classes.

Although the reorganization of classes during the school year is not optimal, it is required in order to comply with legislation included within the Education Act. We have summarized the impact of reorganization in the elementary schools as follows:

- The areas that will likely be impacted are Guidance, Library, Computers, and possibly the Resource/Learning Centres (Special Education).
- Guidance teachers provide support to middle school students' social/emotional needs. They also provide advice to parents and students regarding secondary school options and programming. February to June will be busy months as the Grade Eights prepare for Grade Nine, the Grade Fives prepare for Grade Six and the impact of secondary school reform becomes clearer.

Average Class Size Report - January 1999 - 3

- Library and Computer teachers provide Information Skills and Technology programming to all students in the school. In Kindergarten to Grade Eight schools, all students receive service and programming from these teachers.
- Special Education teachers provide in-class and Learning Centre support for students with a range of learning needs.
- Schedules and timetables will need to be redone, not necessarily to address the program that has been removed, but in terms of having to add an extra class. This represents considerable disruption to the learning of many students as they are shifted from one class to another.
- Whereas some students will experience smaller classes, a great many students will be impacted by the reductions in Guidance, Library and Computers.
- The availability of space required to add an extra class might be an issue in some schools.

Secondary Schools

The average class size for the secondary schools was calculated at 22.53. This is based on actual October 31, 1998 data and projected March 31, 1999 data. As noted in the memorandum prepared by Ken Waters (refer to Appendix B), the Board and the representatives of OSSTF, District 21 were able to successfully negotiate an agreement which made provisions for the allocation of staff to meet the requirements of the 22:1 ratio. Plans are presently underway to allocate staff to the schools which will result in a system aggregate average of 22:1 for semester 2 of the 1998/99 school year.

The recommended actions are based on the Legislated Regulations contained within the Education Act and Ministry Memorandum regarding the reporting of Average Class Size.

7-3
Filed as O. Reg. 148, 78

On MAR 13 1998

Proposed Ontario

Gazette date MAR 28, 98

CONFIDENTIAL

REGISTRAR OF REGULATIONS

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13-ML

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Registrar of Regulations

**REGULATION MADE UNDER THE
EDUCATION ACT**

CLASS SIZE

PART I

ELEMENTARY SCHOOL CLASSES

1. (1) In this Part,

"class" means a group of pupils who are scheduled to spend more than 50 per cent of their instructional time together during the cycle that includes October 31, but does not include a class established for exceptional pupils;

"cycle" means the number of days for which a schedule of classes in a school continues before the schedule is repeated;

"part-time", in relation to a class, means a class scheduled to meet,

(a) on half-days, or

(b) on average, on three or fewer days per week.

(2) For the purposes of subsection (1), pupils include pupils enrolled in a full-time or part-time junior kindergarten or kindergarten.

(3) For the purposes of subsection (1), a class can consist of pupils enrolled in the same grade or in different grades.

(4) For the purposes of subsection (3), kindergarten and junior kindergarten are to be considered grades.

2. (1) For the purposes of subsection 170.1 (1) of the Act, the average size of the elementary school classes of a board, in the aggregate, shall be determined in each year as of October 31,

as follows:

1. Determine the number of pupils enrolled in classes in all elementary schools of the board.
2. Determine the number of classes in all elementary schools of the board.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2.

(2) For the purposes of paragraph 1 of subsection (1), a pupil enrolled in a part-time junior kindergarten or kindergarten class shall be counted as one-half and every other pupil shall be counted as one.

(3) For the purposes of paragraph 2 of subsection (1), a part-time junior kindergarten or kindergarten class shall be counted as one-half and every other class shall be counted as one.

PART II
SECONDARY SCHOOL CLASSES

3. (1) In this Part,
"class" means,

(a) a group of pupils,

- (i) who are scheduled to be together for instructional purposes during a scheduled part of the day school program provided on instructional days, and
- (ii) who are each eligible to earn the same number of credits or credit equivalents on successfully completing the course or the part of the grade nine program that he or she is taking during that scheduled part of the day school program provided on instructional days, or

(b) a co-operative education class,

but does not include a class established for exceptional pupils;

"co-operative education class" means a group of pupils,

- (a) who are enrolled in a co-operative education program,
- (b) who are scheduled to spend some instructional time together in school during the school year in connection with the co-operative education program, and

- (c) who are each eligible to earn the same number of credits on successfully completing the course that he or she is taking in the co-operative education program;

"course" means a course at the secondary school level that is assigned a common course code in the list of common course codes published by the Ministry;

"cycle" means the number of days for which a schedule of classes in a school continues before the schedule is repeated;

"instructional day" has the same meaning as in Regulation 304 of the Revised Regulations of Ontario, 1990.

(2) For the purposes of subsection (1), a class can consist of pupils enrolled in the same grade or in different grades and in the same course or in different courses.

(3) For the purposes of subsection (1), a pupil taking a course as an independent study course shall not be considered a class or a part of a class.

4. (1) In the case of non-semestered classes, calculations under this Part shall be based on enrolment data for the cycle that includes October 31 of the school year.

(2) In the case of semestered classes held in the first semester, calculations under this Part shall be based on enrolment data for the cycle that includes October 31 of the school year.

(3) In the case of semestered classes held in the second semester, calculations under this Part shall be based on registration data available on October 31 of the school year, for the cycle that includes March 31 of the school year.

5. For the purposes of this Part, the credit value or credit equivalent value of a class is the number of credits or credit equivalents that each pupil in the class is eligible to earn on successfully completing the course or the part of the grade nine program that he or she is taking in connection with the class.

6. For the purposes of subsection 170.1 (2) of the Act, the average size of the secondary school classes of a board, in the aggregate, shall be determined in each year, as follows:

1. For each class in each secondary school of the board, multiply the number of pupils enrolled in the class by the credit value or credit equivalent value of the class.
2. Total the results obtained under paragraph 1. The

result is the number of pupil credits for the board.

3. Determine the credit value or credit equivalent value of each class in each secondary school of the board.
4. Total the numbers determined under paragraph 3. The result is the number of classroom credits for the board.
5. Divide the number of pupil credits for the board, determined under paragraph 2, by the number of classroom credits for the board, determined under paragraph 4.

PART III REPORTING

7. (1) In time to meet the deadlines specified in sections 10 and 11, the director of education for each board shall prepare a report on the average size of classes in its elementary schools and in its secondary schools.

(2) The report shall include,

- (a) the average size of the elementary school classes of the board, in the aggregate, as determined under Part I;
- (b) the average size of the secondary school classes of the board, in the aggregate, as determined under Part II; and
- (c) the average size of the classes in each school of the board, determined in accordance with sections 8 and 9.

8. (1) For the purposes of clause 7 (2) (c), the average class size of an elementary school shall be determined as of October 31, as follows:

1. Determine the number of pupils enrolled in classes in the elementary school.
2. Determine the number of classes in the elementary school.
3. Divide the number determined under paragraph 1 by the number determined under paragraph 2.

(2) Section 1 and subsections 2 (2) and (3) apply with necessary modifications for the purposes of this section.

9. (1) For the purposes of clause 7 (2) (c), the average

class size of a secondary school shall be determined as follows:

1. For each class in the secondary school, multiply the number of pupils enrolled in the class by the credit value or credit equivalent value of the class.
2. Total the results obtained under paragraph 1. The result is the number of pupil credits for the secondary school.
3. Determine the credit value or credit equivalent value of each class in the secondary school.
4. Total the numbers determined under paragraph 3. The result is the number of classroom credits for the secondary school.
5. Divide the number of pupil credits for the secondary school, determined under paragraph 2, by the number of classroom credits for the secondary school, determined under paragraph 4.

(2) Sections 3, 4 and 5 apply with necessary modifications for the purposes of this section.

10. (1) The director of education shall ensure that, by December 15 in each year,

- (a) a copy of the report is submitted to the chair of the board;
- (b) copies of the report are available to the public at the head office of the board and at the office of each school of the board; and
- (c) a copy of the report is submitted to the chair of the school council for each school of the board.

(2) The director of education shall make the report available to the public in any additional manner that the board considers appropriate.

11. The director of education shall also ensure that, by December 15 in each year, a copy of the parts of the report that deal with the matters referred to in clauses 7 (2) (a) and (b) is submitted to the Minister, in a format acceptable to the Minister.

12. Where a board does not have a director of education, the secretary of the board shall perform the duties imposed by this Part on directors of education.

7-8

Appendix A

FORM A

AVERAGE CLASS SIZE REPORT FORMS

Board Name: The Hamilton-Wentworth District School Board

Board No.: B66141

Contact name and number: Lucy Veerman, Budget Manager

(905) 527-5092 ext. 2213

In accordance with the procedures for calculating the board-wide average class size as outlined in the Ontario Regulation 118/98, Class Size, the following report on the average size of the board's elementary and secondary school classes is provided to the Minister.

A. The average size of the elementary school classes of the board, in the aggregate, as determined under Part I of the Ontario Regulation, 118/98:

25.28

B. The average size of the secondary school classes of the board, in the aggregate, as determined under Part II of the Ontario Regulation, 118/98:

22.53

Lu - Mater
Director of Education

Dec 18/98
Date

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

TO: MERV MATIER, DIRECTOR OF EDUCATION
FROM: KEN BAIN, SUPERINTENDENT OF EDUCATION
SUBJECT: ELEMENTARY AVERAGE CLASS SIZE
DATE: 12/18/98
CC: EXECUTIVE COUNCIL

Lucy Veerman, Manager of Budget has informed me that the average class size across the elementary panel is 25.28. The figure can be explained in part by referencing a Board motion from May 1998 in which I was directed to staff the elementary panel according to Bill 160 requirements and in accordance with the existing collective agreements. That motion caused us to rely on the past practices of the predecessor boards. Our Salary Committee chose not to move the collective bargaining process to the point at which we would be in a position to alter terms and conditions of employment. The result was that we staffed in accordance with average class size provisions within the collective agreements while using past staffing practices. In city schools, principals were given a staffing complement and were given flexibility around the number of classes they could create. Compliance with Kindergarten and divisional average class sizes was required. Our initial analysis indicates that this is an area that requires review.

An additional eleven classes would cause our class size to be at or below the average prescribed by the Minister of Education and Training. While I am not satisfied that the Hamilton-Wentworth District School Board has an average class size in excess of the Ministry requirement, I am certain that we will comply during the 1999-2000 school year. Preliminary discussions have already begun in an attempt to create a staffing model that recognizes the Ministry's average class size requirements and that is based upon our enhanced knowledge of the funding model which was so very new to us last spring when staffing for 1998-1999 took place.

I would be pleased to address any questions you may have.

7-10
The Hamilton-Wentworth District School Board
Summary of Number of Classes
At October 31, 1998

Form B

Appendix 1

Elementary Schools	Mident	Average Class Size	Exceptional Students	
			Total # of Classes	Total Enrolment
ACES	179507	10.33	0.00	0.00
A.M. Cunningham	000728	23.96	1.00	12.00
Adelaide Hoodless	002674	25.80	1.00	7.00
Allenby	013218	20.10	0.00	0.00
Bennetto	043621	23.18	1.00	15.00
Buchanan Park	068845	23.86	0.00	0.00
Burkholder	070408	30.50	0.00	0.00
Cardinal Heights	084050	26.50	1.00	6.00
C.B. Stirling	089257	25.42	1.00	10.00
Centennial	090131	22.95	2.00	16.00
Central	091723	24.42	0.00	0.00
Chedoke	105503	29.07	2.00	15.00
Dalewood	132020	26.13	3.30	67.00
Dr. J. Edgar Davey	147419	26.33	2.00	23.00
Earl Kitchener	158151	26.74	0.00	0.00
Eastmount Park	163872	26.37	1.00	8.00
Elizabeth Bagshaw	171123	31.90	2.00	16.00
Fairfield	191175	23.71	1.00	10.00
Fernwood Park	195855	28.05	0.80	14.00
Franklin Road	203912	25.36	2.00	13.00
George L. Armstrong	212490	27.72	1.00	5.00
George R. Allan	213012	26.93	0.00	0.00
Gibson	214965	24.94	0.00	0.00
Glen Brae	217050	27.33	1.00	6.00
Glen Echo	217301	25.50	1.00	6.00
Gordon Price	222135	23.88	0.00	0.00
Hampton Heights	242659	22.93	2.30	39.00
Helen Detwiler	252557	24.44	1.00	4.00
Hess Street	254096	22.89	0.00	0.00
Highview	256048	29.58	5.00	42.00
Hillcrest	256692	25.83	4.00	35.00
Hillsdale	259136	24.90	0.00	0.00
Holbrook	261378	22.53	3.00	27.00
Huntington Park	273201	24.27	2.00	17.00
James MacDonald	281492	24.84	0.00	0.00
King George	295566	24.29	2.00	10.00
Lake Avenue	303755	26.67	0.00	0.00
Lawfield	310123	28.23	1.00	6.00
Lincoln Alexander	313173	24.86	0.00	0.00
Linden Park	313378	27.83	1.00	9.00
Lisgar	314544	26.76	2.00	10.00
Lloyd George	315192	23.00	2.00	14.00
Memorial	360309	26.40	2.00	17.00
Mountview	378178	26.26	0.00	0.00
Norwood Park	412309	26.88	0.00	0.00
Parkdale	434272	23.65	0.00	0.00
Pauline Johnson	437557	24.44	1.00	10.00
Peace Memorial	437654	23.14	1.00	8.00
Prince of Wales	454680	25.96	1.00	12.00

**Elementary
Schools**

Mident

**Average
Class
Size**

**Exceptional Students
Total # of
Classes Total
Enrolment**

Prince Philip	455857	24.71	0.00	0.00
Queen Mary	464430	24.40	5.00	44.00
Queensdale	466387	26.07	3.00	12.00
Queen Victoria	465348	22.78	2.00	30.00
R.A. Riddell	467324	27.77	1.00	14.00
Red Hill	478865	22.72	0.00	0.00
Richard Beasley	480738	23.63	1.00	10.00
Ridgemount	484199	26.15	1.00	8.00
Robert Land	487449	22.50	3.00	25.00
Rosedale	490695	25.18	0.00	0.00
Roxborough Park	493295	23.63	1.00	8.00
Ryckman's Corners	494984	27.00	0.00	0.00
Ryerson	495379	26.29	0.00	0.00
Sanford Avenue	594695	22.48	2.00	13.00
Seneca	505536	23.13	3.00	16.00
Sherwood Heights	510718	25.63	0.00	0.00
Sir Isaac Brock	515329	22.90	0.00	0.00
Sir Wilfrid Laurier	516244	26.29	3.00	28.00
Stinson Street	537101	24.77	0.00	0.00
Strathcona	539570	25.30	1.00	8.00
Thornbrae	552445	26.78	0.00	0.00
Tweedsmuir	562840	26.54	3.00	36.00
Vern Ames	570559	24.77	0.00	0.00
Viscount Montgomery	578703	27.79	5.00	54.00
W.H. Ballard	579610	26.24	1.00	8.00
Westview	602957	26.72	2.30	43.00
Westwood	603538	25.17	2.00	10.00
Woodward	620300	23.85	1.00	3.00
Ancaster Senior	018961	29.00	1.00	2.00
Balaclava	050415	24.43	0.00	0.00
Bell-stone	note 1	22.92	0.00	0.00
Bellmoore	041548	24.68	0.00	0.00
Beverly Central	047961	23.09	3.00	24.00
Billy Green	041980	25.70	1.00	3.00
C.H. Bray	073130	24.05	0.00	0.00
Central Park	093670	23.64	0.00	0.00
Central Public (Dundas)	153087	23.50	3.00	19.00
Collegiate Avenue	117986	23.58	1.00	7.00
Dr. J. Seaton	147427	28.45	0.00	0.00
Dundana	note 2	24.41	1.00	3.00
Dundas District	152897	28.42	2.00	17.00
Eastdale	163481	26.47	0.00	0.00
Fessenden	196240	23.46	1.00	10.00
Flamborough Centre	198668	27.67	0.00	0.00
Glenwood	673013	0.00	8.00	49.00
Grange	227447	25.57	0.00	0.00
Green Acres	229130	25.79	4.00	23.00
Greensville	note 3	23.39	1.00	4.00
Guy Brown	233552	24.07	1.00	5.00
Janet Lee	281026	24.84	0.00	0.00
Lynden	note 4	19.98	0.00	0.00
Mary Hopkins	345873	24.49	0.00	0.00
Memorial	361739	26.11	0.00	0.00

Elementary Schools

Mident

Average
Class
Size

Exceptional Students
Total # of
Classes Total
Enrolment

Hillgrove	364983	24.78	0.00	0.00
Mount Albion	375900	24.44	2.00	20.00
Mount Hope	376299	23.57	0.00	0.00
Mountain View	376949	25.42	0.00	0.00
Parkwood	note 5	23.17	0.00	0.00
Pleasant Valley	448940	22.61	1.50	7.00
Queen's Rangers	465860	23.00	0.00	0.00
R.L. Hyslop	note 6	23.20	1.00	4.00
Rousseau	493163	23.21	0.00	0.00
Sheffield	note 7	21.40	0.00	0.00
Spencer Valley	526983	27.33	2.00	15.00
Taplestown	548022	23.97	0.00	0.00
Winona	615498	25.13	0.00	0.00
Yorkview	624721	23.00	0.00	0.00

Total 128.20 1091.00

Note 1 - School is annexed with Mount Hope

Note 2 - School is annexed with Pleasant Valley

Note 3 - School is annexed with Spencer Valley

Note 4 - School is annexed with Beverly Central

Note 5 - School is annexed with Bellmoore

Note 6 - School is annexed with Green Acres

Note 7 - School is annexed with Dr. Seaton

7-13

MEMO

TO: DON GRANT, SUPERINTENDENT OF FINANCE

FROM: KEN WATERS, SUPERINTENDENT OF EDUCATION

DATE: DECEMBER 15, 1998

RE: SECONDARY CLASS AVERAGE

In early May, 1998 I was directed by the Board of Education to staff the first semester of the 1998/99 school year according to the provisions of the current collective agreements of the two previous boards. In giving me this direction the Board was attempting to maintain labour peace during the negotiation process. The Board was not in a position according to the provisions of the Labour Relations Act to unilaterally change conditions of work.

During the fall of 1998, the Board and the representatives of OSSTF, District 21 were able to successfully negotiate an agreement which made provisions for the allocation of staff to meet the requirements of the 22:1 ratio. Plans are presently underway to allocate staff to the schools which will result in an system aggregate average of 22:1 for semester 2 of the 1998/99 school year.

As a result of the Board's direction in the spring, this system was one of the very few systems across the Province which was able to arrive at a negotiated settlement that did not include any work sanctions or provincial involvement of the Federation. The students, while experiencing aggregate class sizes in excess of the 22:1 ratio did not have any interruption of program - curricular or extracurricular. Further, both the Board and the teachers have been able to deal with the new fiscal and legislated realities in a manner which has maintained very positive working relationships.



7-14

FPA, 1000

The Hamilton-Wentworth District School Board
Summary of Number of Classes
At October 31, 1998

Form B

Secondary Schools	Mident	Average Class Size	Exceptional Students	
			Total # of Classes	Total Enrolment
Highland Secondary	916579	22.22	0.00	0.00
Orchard Park	932507	23.37	0.00	0.00
Ancaster	891894	23.27	1.00	10.00
Saltfleet District	939730	23.14	0.00	0.00
Parkside	933880	23.43	0.00	0.00
Waterdown District	950653	22.97	0.00	0.00
Barton	893455	23.58	0.00	0.00
Delta	903850	22.12	1.00	8.00
Glendale	913081	23.41	0.00	0.00
Hill Park	916722	22.91	2.00	25.00
Mountain	897957	16.11	0.00	0.00
Parkview	934011	15.43	0.00	0.00
Scott Park	940879	21.33	1.00	11.00
Sherwood	941328	22.88	3.00	30.00
Sir Allan MacNab	941719	23.20	3.00	15.00
Sir John A. Macdonald	941883	21.93	0.00	0.00
Sir Winston Churchill	942448	21.67	4.00	42.00
Westdale	951820	24.11	2.00	24.00
Westmount	952478	22.44	1.00	11.00
Total			18.00	176.00

Please Deliver To: # 21
Hamilton

7-15

Appendix C



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2180
Facsimile (416) 327-9063

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2180
Télécopieur (416) 327-9063

Deputy Minister

Sous-ministre

MEMORANDUM TO: Directors of Education and Secretaries of District
School Boards and School Authorities

FROM: Veronica Lacey

DATE: June 15, 1998

SUBJECT: **AVERAGE CLASS SIZE**

As you know, the legislated requirements regarding class size are effective commencing with the 1998-99 school year. School boards are required to ensure that on a board-wide basis, average class size does not exceed 25 students in elementary school classes and 22 students in secondary school classes.

Each board shall determine the average size of its classes, in the aggregate, as of October 31 each year. Ontario Regulation 118/98 provides a consistent province-wide method of calculating average class size in each board. The regulation also requires the director of education (or secretary) of the board to prepare and file a report on the average size of the board's classes in its elementary and secondary schools no later than December 15.

Ontario's new student-focused approach to funding will focus on directing as many dollars as possible to the student and the classroom. The Class Size Protection Fund, which will provide boards with \$1.2 billion over three years, is designed to help boards address, on a board-wide basis, the class size limits of 25 pupils in elementary school classes and 22 pupils in secondary school classes. This fund will provide for additional teachers as enrolment increases. In addition, the Pupil Accommodation Grant will provide funding for the construction of new pupil places based on the real needs of students within the publicly-funded system. This grant will fund new pupil places when a board's enrolment exceeds the capacity of its permanent school facilities.

In addition, the funding model provides funding for average class sizes of 25 students in elementary school classes and 22 students in secondary school classes. The 7.5 credit adjustment funding of an additional \$30 million announced in the grant regulations supports the commitment of the government to the class size limits.

The ministry recognizes that some boards will be in a transition period as they address the class size requirements. Subsection 170.1(3) of the Act provides that the average size of a board's classes may exceed the maximum average elementary and secondary class size requirements, as the case may be, to the extent that the Minister, at the request of the board, may permit.

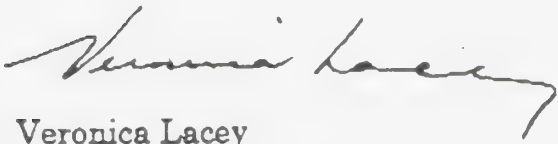
I am providing below the procedures that a board must use to request permission from the Minister if the average size of its classes exceeds the maximum average class size requirements. The Minister will consider granting permission to exceed the class size limits in the most extraordinary of circumstances.

Boards may find it helpful to know before the submission of their estimates whether they have approval to exceed the class size limits. For this reason, boards requesting permission to exceed the class size limits must submit the following information to the appropriate district office of the Ministry of Education and Training no later than July 31, 1998:

- a) the board's average class size (projected to October 31, 1998), in the aggregate, for its elementary schools and for its secondary schools calculated in accordance with Ontario Regulation 118/98;
- b) an explanation of the unique special circumstances, which in the opinion of the board, would cause it to exceed the class size requirements;
- c) a plan for the use of the board's funding provided to meet the class size provision and for how the board proposes to meet the class size requirements for the 1999/2000 school year; and
- d) a copy of the board resolution authorizing the director of education (or secretary) to seek the Minister's permission to exceed the class size requirements by a specified extent.

Approval of the board's plan will involve a review by the ministry of how the board intends to use the portion of its 1998/1999 grant that will not be applied toward reducing the board's class size. Boards must live within their financial means and ensure that all of their activities are in compliance with legislation.

It is expected that the Minister will respond to a board's request as soon as possible. Should you have any questions, please do not hesitate to contact the appropriate district office.



Veronica Lacey
Deputy Minister

Attachment: Distribution List

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 01 21

RE: Transportation Guidelines

Recommendation:

Moved by: _____

That the December 1, 1998 Business Committee recommended actions regarding the Board's 1998/99 Transportation Guidelines be referred to the Transportation Policy Committee.

RATIONALE:

At the December 1, 1998 meeting of the Business Committee, recommendations regarding the Board's Transportation Guidelines were referred to administration. Specifically, a report was requested to respond to the following motions:

- (a) That the guidelines for transportation be reconsidered and a report brought back to this Committee in January.
- (b) That immediately, those students who are not attending schools for reasons of transportation (Section 27 and those requiring chaperones) be given transportation and a long-term decision as to their eligibility be considered in the report to come back to the Board.

In June 1998, the Board adopted Transportation Guidelines for implementation on an interim basis. These guidelines are to serve the system until new transportation policies are developed and approved by Board.

The operating guidelines afforded an opportunity to begin the new school year through the establishment of a baseline in which to assess transportation services. Not all board transportation issues were specifically addressed in the guidelines, i.e., walking distances, and program issues relating to design and technology and family studies. These issues were reserved for future transition committee consideration. The objective is to have a Transportation Policy approved for implementation in September 1999.

Following the implementation of the transportation guidelines, Executive Council established a process that provides for the review of exceptional transportation circumstances. As a result, Executive Council has had a number of situations that have warranted a detailed review against the approved guidelines. All Executive Council outcomes have been documented and communicated appropriately. We are not aware of any students registered in the Hamilton-Wentworth District School Board system who are absent from school due to lack of or inappropriate transportation services at this time.

In regard to the use of bus chaperones, circumstances have arisen regarding student behaviour on vehicles. To gather system input, Executive Council has established a committee, consisting of elementary and secondary school principals, instructional services staff and the Manager of Accommodation and Planning. This committee will report its findings and recommendations back to Executive Council for consideration.

To address the broader issues of transportation policy development, the establishment of a Transportation Policy Committee has been approved by Board. The Committee's mandate has been developed and endorsed by Executive Council and whose terms of reference are attached. The Committee's comprehensive area of responsibility includes a review of the "Transportation Operating Guidelines" and eligibility of students qualifying for transportation. These are areas of immediate concern of the Board. Until outcomes and recommendations from the Transportation Policy Committee are presented to Board, Executive Council will continue to address exceptional student transportation issues on an individual basis. This process will provide Executive Council with an ongoing opportunity for re-evaluation of transportation circumstances impacted by the current guidelines. It is anticipated that the Transportation Policy Committee report will be brought to the Board for consideration prior to the end of the current school year. It would be desirable that the 1999/2000 school year begins with a set of Board approved transportation policies and procedures that adequately address all operating services to be provided within the operating confines of the Ministry of Education & Training's transportation model.

To date, the transportation guidelines have served as an initiating document permitting the start-up of an integrated transportation service. Within the province of Ontario, the Hamilton-Wentworth District School Board operates the 17th largest transportation system out of the 66 district boards. The current guidelines have provided the necessary baseline for the provision of transportation services for 1998/99. However, the future provision of transportation services will be largely dependent on the work performed by the Transportation Policy Committee. It is anticipated that all issues of eligibility and breadth of service will be thoroughly discussed by the members of this committee. Consequently, it is recommended that the issues raised at the December 1, 1998 Business Committee be referred to the Transportation Policy Committee. This will also allow administration to concentrate its efforts on meeting the requirements of this committee.

Attach.
DS/dtg
99/01/04

TRANSPORTATION POLICY COMMITTEE

TERMS OF REFERENCE

Introduction

The Hamilton-Wentworth District School Board presently provides transportation to approximately 16,000 eligible students. In June 1998, the Board adopted a set of "Operating Guidelines" that set a foundation for an amalgamated service. The Transportation Policy Committee will provide a forum for the further review of these guidelines for the purpose of developing a set of transportation policies, procedures and practices. The committee will work within the Ministry of Education and Training defined funding formula when establishing policies. Once approved by the Board, implementation is anticipated to be September 1999. Materials from the former boards may also be a useful reference for committee work.

The Transportation Policy Committee will have the responsibility for the establishment of draft policies, procedures and practices in the following areas, although not limited to:

- eligibility of students qualifying for transportation
- safety
- special transportation services
- scheduling (e.g., bus stop location, length of travel)
- selection of vehicle type (taxi, vans, mini bus, etc.)
- safety patrols
- code of conduct in vehicles
- discipline
- door to door service
- use of restraining devices
- alternate care placements
- program trips
- non-eligible ridership on vehicle
- distance to transfer points
- transportation efficiencies - bell times, multiple runs, sharing services
- awarding contracts
- bus tickets

Composition

The Transportation Policy Committee shall be comprised of:

- Superintendent of Business
- members from the property committee
- 1 or 2 members of SEAC
- 1 or 2 Trustees
- 2 elementary principals
- 2 secondary principals
- special education department representative
- Manager, Accommodation & Planning (chair)
- Home and School
- School Council
- Athletic Convenor

The committee will also review presentations from other stakeholder groups seeking input.

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Planning and Accommodation

Re: Interlock Contract Extension

Recommended Action:

Moved by: _____

That the Board approve the extension of the contract for the services of Interlock Systems until March 31, 1999.

Rationale:

The original intent of administration was to draw closure to this contract as of December 31, 1998. However, the Board has received approval of funding for the Transportation Information System Project in the amount of \$25,000. Of this amount, \$20,000 has been specifically designated for professional services. The major objectives of this project are as follows:

- ▶ create an interface and expand links between transportation and planning information
- ▶ expansion of "Bustops" software between Board Office and BMT 2000
- ▶ develop an infrastructure required to perform data base function over the internet or Board's intranet
- ▶ develop electronic exchange of financial data, invoices and payment between Board office and carriers
- ▶ increase public accessibility to transportation information

Interlock Systems has the experience and expertise to address these objectives. This has been demonstrated by the service already provided to the system in the following data base areas:

- ▶ student accident reporting
- ▶ property profile and site information
- ▶ insurance claims and coverage
- ▶ development tracking
- ▶ property and tax assessment tracing

Data base developments to date have improved efficiencies which have contributed to cost effective solutions in the related areas.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M e m o r a n d u m

To: Business Committee

From: Marguerite Botting
Superintendent of Instructional Services

Date: 1999 01 21

Re: PEDICULOSIS POLICY

Recommendation:

Moved by _____ that the Pediculosis Policy be approved.

This policy was approved by the Joint Advisory Committee at its January 12, 1999 meeting.

On April 9, 1998 a presentation was made to the Board requesting implementation of a "No-nit" policy. The Board referred the issue to administration and thus, we began a very complex task of determining what is an appropriate policy for each school given its unique characteristics. With tremendous support and much research, the following people diligently worked on this task throughout several meetings from September to December 1998.

Marguerite Babcock	Principal	Buchanan Park School
Richard Dawson	Principal	Millgrove School
Jackie Earle	Chair for Volunteer Team	C. B. Stirling School
Dorothy Elliott	Program Manager	Public Health Department
June Jenkins	Home and School	Ryerson School
Nancy Katz	School Council	Dundas District School
Brian Robertson	Principal	Collegiate Ave. School
Carol Scaini	Principal	C. B. Stirling School
Brian Snell	Principal	Glen Echo School
Debbie Sprentz	Special Assignment Teacher	
	Health & Physical Education	Education Centre
Lorrie Ann Wannamaker	Principal	Robert Land School

As we struggled with this task, it became apparent that what was most appropriate for Robert Land School would not be appropriate for Fessenden School, nor was there a common response for middle and secondary schools. We renewed our efforts to develop a policy that is flexible and that would allow each of our schools to adopt components that fit the needs of the school. The policy statement clearly identifies responsibilities and as community members, our schools, share in the response to pediculosis.

With amalgamation, there are many committees in place; but it is important to acknowledge that this seemingly small task was an awakening to the diversity within our Board. Once we identified our area of responsibility and formulated a policy statement, we discovered that this clear direction helped us find solutions that support the unique characteristics of each of our schools. It was a delight and privilege to share this task with the members of this hard-working committee.



HAMILTON-WENTWORTH
DISTRICT SCHOOL
BOARD



Date Approved: 00/00

Policy No. 000

PEDICULOSIS

Projected Review Date: 01/2000

Policy Statement

The control of pediculosis is a shared responsibility within the community. The community includes the school. Each school shall have a pediculosis program in place designed in accordance with its needs. It is the primary responsibility of the parents/guardians to check and treat their child(ren).

Operating Procedures

1. Philosophy:

Education of the student's community is important to the success of the program.

Individual school pediculosis programs may be designed in collaboration with the School Council and other community resources (e.g. the Public Health Department). These programs must include attention to confidentiality and sensitivity to students and their families. School programs and procedures are to be reviewed as determined by the principal, at least every three years.

2. Rationale:

The intent of this model is to provide a standard strategy for the treatment of pediculosis in all our schools. The primary responsibility is the parents' for ensuring that the student's infestation has been effectively treated. It is the responsibility of the principal to promote awareness and understanding through education regarding pediculosis in the school environment.

Pediculosis is a common nuisance and is easily transmitted. Pediculosis is not caused by lack of cleanliness. It does not cause disease. It can be controlled. Nevertheless, it remains a common concern.

3. Authority:

a) Education Act 265(j) Care of Pupils and Property

"To give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the school, to the care of all teaching materials and other school property, and to the condition and appearance of the school buildings and grounds;"

b) Freedom of Information and Protection of Privacy

4. Principal Responsibilities

In the first week of school in September, the principal will provide awareness to the staff with:
1) an outline of the Board's policy and procedures and the school's program for pediculosis.

Before the end of September, the principal will:
communicate through the first newsletter of the school year or through the student handbook about the school's pediculosis program.

In the newsletter or student handbook include:

- a) The current version of the document "Facts of Lice" (August 1998). Translations are available.
- b) A reminder to take responsibility to check the hair of their child(ren);
- c) A request that everyone co-operate by administering effective treatments recommended by a pharmacist or medical practitioner when needed.
- d) A reminder to inform the principal, if parent(s) suspect that their child has pediculosis;
- e) A review of the need for trained individuals to assist in screening students for head lice.
- f) An invitation to contact the school principal if there are questions or concerns.

5. Pediculosis Screening Process:

Screening is at the discretion of the principal in consultation with the School Council.

WHO? *Who does the screening?*

- Individuals who are trained by a qualified medical practitioner and/or the Public Health Department
- A screening service agency

WHEN? *When should this take place?*

The optimum times for screening are after holiday periods: September, January and March. If detection warrants, screening may involve a whole class and any siblings at school. Screening may occur in the Public Health Department if a parent states this preference and makes the arrangements with verification provided by the parent.

HOW? *What does the process look like?*

- An organized system of trained individuals check for live lice and nits.
- A screening service agency examines students.

A principal has the discretion to select from a number of possible approaches:

- i) utilize the newsletter to promote understanding and awareness for parent support;
- ii) respond with screening when a student has been identified;
- iii) initiate a screening program.

WHAT? *What are the treatment options?*

Acceptable options are any shampoos or remedies recommended by a pharmacist or a trained medical practitioner.

PROCEDURE: *When a student has been identified, what process is followed?*

1. The parent is notified and if the parent (delegate) is available the child may be withdrawn from school for the first head lice treatment.
2. If the child remains in the classroom until the end of the day, the teacher will be informed and minimize head-to-head contact with others throughout the day.
3. The identified child is given a standard "Letter of Notification" identifying the problem and the treatment procedure to take place.
4. Upon the child's return, the standard "Letter of Treatment" (tear-off portion in Appendix A) will identify the treatment procedure and products used.
5. All children in the identified child's class are given a standard "Letter of Attention" informing them that examination of their child is necessary.
6. When there are repeated incidents, parents may refer themselves, or the principal may consult with the Public Health Department through the Health Connections line (546-3550) for:
 - written information on head lice
 - assistance in developing an action plan for parents of students with repetitive active head lice
 - situational management advice if an outbreak occurs
 - support to parents/school staff in the implementation of training sessions.

CONFIDENTIALITY: *How can this be assured?*

Attempts will be made to provide privacy and confidentiality for students. The self-esteem of children is important and they should not be centered out. It is the principal's discretion regarding who should contact the parents of a child who is identified with pediculosis.

ALLOCATION OF FUNDING: *What are the costs for the school?*

Currently, funding is allocated through schools via the Instructional Supplies budget line and it is at the discretion of the school's principal as to how that funding is assigned.

Some schools may have utilized other funding sources to support a pediculosis program in the school. Parents may be able to secure a prescription for the shampoo through various community services.

Relevant Legislation:	"Freedom of Information and Protection of Privacy."
Responsibility:	Superintendent of Instructional Services



Facts Of Lice



What are head lice?

Head lice are tiny bugs that live only on the scalp of human beings. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.



Adult Louse
(Not the real size)



Eggs on the hair.

Lice lay eggs on the hair. These eggs are also called nits. Live eggs are dark. They can also be the colour of the hair they are on. Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows.

How are lice spread?

Anyone can get head lice. School children get lice more often than adults. When children play, their heads often touch. Lice crawl from head to head. They may also be spread by the sharing of brushes, hair bands, and hats.



How do I check for lice?



Use a bright light. Use a magnifying glass if you have one. Spread the hair with a comb and look at the scalp. Lice crawl very fast, but they do not fly or jump.

Look for eggs on the hair close to the scalp. Lice like to live in warm spots. They are often found on the hair behind the ears or where the hair meets the neck. Look for open sores and scabs on the head. Check all the people that live in your house.

What do I do if someone in my family has head lice?

If you find lice, tell close contacts such as family members, friends and classmates so they can be checked for lice. Everyone in the house with lice will need to be treated at the same time.

How do I treat head lice?

There are many head lice products. Some of these are Nix, R&C Shampoo and SH-206 Shampoo. Homemade remedies are not recommended. There is no evidence that they work. Talk to a pharmacist about the best product to use. Read all instructions carefully and follow them step by step so that the product will work. Some products say that only one treatment is needed. **But, no lice product kills all of the eggs, so a second treatment 7 to 10 days after the first treatment is needed. This will kill the newly hatched lice.**

Important... read this!

Call your doctor or pharmacist before you use any product if...

- ▶ anyone has allergies of any kind, especially to mums, chrysanthemums, ragweed, synthetic pyrethroids, etc.
- ▶ you are pregnant or breastfeeding and you need treatment or you need to treat other people
- ▶ your child is under 2 years old
- ▶ you find lice on eyebrows, eyelashes or beard
- ▶ the skin of the scalp is broken or infected.

How do I get rid of all the eggs?

Removing eggs after the treatment makes it easier to see new lice.

- ▶ Sit under a bright light.
- ▶ Let your child watch television, a video program or read to keep busy.
- ▶ Comb the hair to get rid of tangles. Hold a small lock of hair and comb the other hair out of the way. Pin long hair away from the piece you are working with.
- ▶ Slide each egg off the hair using your thumbnail and fingernail. Put the eggs in a bag to throw away when you are done. After taking all the eggs off a lock of hair, move to the next section. Pin back long hair or make small ponytails to keep the clean hair away from the hair you have not done yet. Keep sliding eggs off until you remove all the eggs.
- ▶ Check the hair 2 times a week for 4 weeks to make sure all the eggs are gone.



Do I need to wash or clean anything else?

Wash combs, brushes, hats, pillow cases and towels in hot water and dry in a dryer for 20 minutes to kill lice and eggs. Vacuuming is helpful, but special sprays are not needed on furniture or floors. Lice live only a short time away from the head.

Who do I call if I have questions?

- ① Hamilton-Wentworth Regional Public Health Department - "Health Connections" - 546-3550
- ② Olsten Health Services - 318-0823
- ③ St. Joseph's Community Health Extension, 573-7557 - tape number 1435

Visit our Web Site for more information and other head lice links at....

www.health.hamilton-went.on.ca

Letter of Notification
(School Letterhead)

Date _____

Dear Parent/Guardian:

We believe your child has head lice (pediculosis). Head Lice are NOT a health problem. They are common among school children and are easily treated. Please call the school if you have questions and, of course, confidentiality for your child will be respected.

The following process is recommended:

- read the attached pamphlet "Facts of Lice";
- consult your pharmacist or medical practitioner to determine an appropriate treatment;
- people with particular health concerns as outlined on the "Facts of Lice" sheet should consult their family doctor;
- return your child to school with the accompanying form when the initial treatment is completed and nits are removed.

Sincerely,

Principal

✂ Cut Here

Please complete the following and return this sheet with your child.

Date: _____

Name of Student: _____ Class: _____

Name of Special Lice Treatment used: _____

Please check the appropriate boxes.

- ☐ We understand that **all family members including adults**, as well as close contacts should be checked and treated if necessary at the same time.
- ☐ We understand that removing eggs after treatment makes it easier to see new lice and reduces the risk of reinfestation.
- ☐ We understand that a second treatment 7-10 days after the first is a necessary step to kill any newly hatched lice.

Signature of Parent/Guardian

Appendix B

Letter of Attention
(School Letterhead)

Date

Dear Parent Guardian:

Head lice have been found in your child's class. Please inspect your child's hair daily.

Head lice are no reflection on the state of cleanliness; they are a recurring problem that can be easily transmitted. Please see the information sheet for details.

If you find your child has head lice, follow the procedures in the attached information sheet.

If you have any questions that have not been answered on the "Facts of Lice" sheet, please call the school or contact your family physician.

Sincerely,

Principal

Attachment: "Facts of Lice"

lm

In reviewing the report, K. Croxall expressed confidence that the Board has done everything to comply with the requirements of the Act, particularly in ensuring the health and safety of the students. She committed to bringing further information to the Board as soon as available.

It was moved by R. Mulholland: That the report re Environmental Protection Act Order - Tapleystown School be received for information.

CARRIED.

5. LEIC PROPERTY SUB-COMMITTEE RECOMMENDATIONS

In providing an overview, M. Matier clarified that the recommendations in this report are short-term solutions which would address the accommodation concerns for September 1998. He then called on D. Sage, Manager of Audit, Assessment, Property, Insurance and Transportation, who reviewed the report and then responded to the members' questions.

(a) It was moved by R. Woodworth: That eight portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	<u>1 portable</u>
	8 portables

and that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget as expenditures for Capital.

Stating that as soon as the alternatives for the Flamborough Cluster have been determined and the community consulted, W. Joudrie indicated that a recommendation will be brought to the Board for approval.

To the motion, **CARRIED UNANIMOUSLY.**

**** (b) It was moved by H. Bullock: That the Glenwood program at Glenwood School in Ancaster be relocated to Fairview School in Hamilton effective September 1, 1999.**

The Director stated that it is critical at this time that Board buildings and properties be identified given the impact of the issue of asset and liability planning.

To the motion, **CARRIED UNANIMOUSLY.**

****Motion subsequently adopted at Board, 1998 03 26**

12-1

1998 03 05

Approved for distribution
by the Director.

Signature *Daryl Sage*

Date: 1998-03-09

TO: Al Greenleaf
Director of Education and Secretary

FROM: Merv Matier
Superintendent of Transitional Services

Prepared by: Daryl Sage, Manager
Audit, Assessment, Property, Insurance and Transportation

RE: Recommendations from the L.E.I.C. Property Sub-Committee

Recommendations

Moved by _____, seconded by _____
that seven portable classrooms be identified from within existing inventory and be designated
for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	<u>1 portable</u>
	8 portables

Moved by _____, seconded by _____
that the associated cost of \$90,000 for the relocation of portables be included in the stub year
budget for Capital.

Moved by _____, seconded by _____
that the Glenwood program at Glenwood School in Ancaster, be relocated to Fairview School, in
Hamilton, effective September 1, 1999.

Background

The L.E.I.C. Property Sub-Committee was commissioned to study the salient aspects of the accommodations and property issues facing the new district school board. As a part of its mandate, the committee reviewed all accommodation needs and school population projections in the short, mid and long-term future for both school and administration needs. In completing this review, attendance patterns were utilized to determine the most efficient and effective use of available accommodation. At the February 5, 1998 Committee of the Whole, a transitions update was presented. Highlighted in the report was "the Accommodation Work Group will bring a report with recommendations to the former L.E.I.C. Property Sub-

The committee acknowledges that the use of portables addresses only the immediacy of the projected overcrowding situation and serves as a temporary solution. Further analysis will be conducted on these identified schools in conjunction with the broader accommodation review relating to

- ✓ school boundaries
- ✓ program offerings
- ✓ school consolidation
- ✓ out of catchment attendance
- ✓ transportation
- ✓ capital projects

At Viscount Montgomery, the special education classes have been re-aligned to allow for continuity of program and long-term planning. For the 1998-99 school year, additional classes will be located at Viscount Montgomery resulting in the requirement of a portable to provide the additional accommodation.

* The Glenwood program currently located at Glenwood School, Ancaster is being recommended for relocation to Fairview School in Hamilton effective September 1, 1999. At present, Fairview School is home to a variety of administrative functions, as well as having a portion of the facility tenanted by Rygiel Homes. Throughout the upcoming school year, the Fairview facility will undergo the necessary changes in order to accommodate the Glenwood program. Costs associated with the relocation would be budgeted for in the new 1998-99 fiscal year. It is anticipated that due to the superior fit between Fairview School and Glenwood program needs, costs should be minimized.

With the Glenwood program vacating Glenwood School, this facility becomes available for consideration in the overall accommodation review. The area of Ancaster in which Glenwood School is situated is experiencing new housing developments adding to capacity pressures of surrounding schools. This vacated site will play a key role in developing an accommodation strategy in Ancaster. The relocation of the Glenwood program to Fairview School is supported by school staff and parents. In addition, the committee's direction supports the L.E.I.C.'s guiding principles of putting students first and striving to protect program integrity for those students in the classroom.

Attachments

- Appendix I - L.E.I.C. Property Committee Membership
Accommodation Work Group
- Appendix II - Example - Analysis of Enrolment Projections - Helen Detwiler

/dtg

#13

TO: Merv Matier, Director of Education and Secretary

FROM: A. Cupido, P. Eng., Superintendent of Plant Services
D. O'Connor, P. Eng., Manager of Building Renewal and Construction

RE: **School Facility Renewal Program Projects for 1999 School Year**

DATE: 1999 01 21

Recommended Action:

1. Moved by: _____ seconded by _____ that the Superintendent of Plant Services be permitted to contract Svedas-Koyanagi Architects Inc. as the project architects for the Renovation of Barton Secondary School (Barton).
2. Moved by: _____ seconded by _____ that the Superintendent of Plant Services be permitted to contract Fishburn Roofing Sciences Group Ltd. as the project consultants for the Roof Inspection Program (for the former county schools) and the Roof Replacement Program at an estimated cost of \$50,000.00.

Background:

Item 1

Svedas-Koyanagi Architects Inc. is a very professional and competent firm that is well known to the Plant Services Department. The most recent project of this type completed by this firm for the Hamilton-Wentworth District School Board (or either of its predecessor boards) was the renovation of Glendale Secondary School (Glendale). Barton and Glendale are twin schools built from the same basic drawings and are essentially identical in all construction and plant details. Svedas-Koyanagi has offered to reduce the design fee for the Barton project due to the aforementioned. Svedas-Koyanagi is also, at the same time, in the best position to complete the design work on the fastest possible schedule.

Item 2

Fishburn Roofing Sciences Group Ltd. is a very professional and competent firm that has provided roof specification and inspection services for the former City schools for the past five (5) years. The Roof Inspection Program to be directed at the County schools will integrate these schools into the Roof Renewal and Replacement Plan already developed for the City schools.

The Roofing Replacement Program projects will have design work and specification preparation commencing immediately.

13-1

The Roof Inspection Budget, as approved in the School Facility Renewal Program Projects for the 1999 School Year is \$50,000.00 and the estimated cost from Fishburn Roofing Sciences Group Ltd. is \$50,000.00.

mb

TO: Merv Matier, Director of Education and Secretary

FROM: A. Cupido, P. Eng., Superintendent of Plant Services
D. O'Connor, P. Eng., Manager of Building Renewal and Construction

RE: Flamborough YMCA and Waterdown District High School

DATE: 1999 01 21

Recommended Action:

1. Moved by: _____ seconded by _____ that the Board agree in principle to the concept of a shared access to serve the existing Waterdown District High, the future Flamborough YMCA and the proposed elementary school with the understanding that the Board's share of the attributed costs (traffic study, architectural design and construction) are not expected to exceed \$30,000.00 and to permit the Superintendent of Plant Services to continue in discussion and planning for this project.

Background:

The development of the infrastructure (roads and services) surrounding the sites of the existing Waterdown District High, future Flamborough YMCA and proposed elementary school is unclear. What is clear is that residential land stock in the areas is being developed and that the number of school aged students is growing. The residential development is creating additional vehicular traffic on Parkside Drive.

A partnership is proposed between the Board, Town, YMCA and the Region whereby a shared access could be considered and would be mutually beneficial to all.

The use of a shared access through this partnering will:

- (i) eliminate the traffic congestion that will result if the YMCA builds its own access, (approximately 140.0 m due west of the existing entrance (see SK-SP2) (to be laid down).
- (ii) make a better case for the installation of a fully signalized intersection at the entrance improving the safety for entering/exiting pedestrian and vehicular traffic (students, staff and other users) as an upgrade to the existing temporary signalized pedestrian crossing.
- (iii) improve the flow of pedestrian and vehicular traffic throughout this developing multi-use site maximizing the use of the campus concept (see SK-SP1) creating appropriate and open accessibility to the community.

- (iv) The interest and willingness to enter into this partnership is indicated in the attached letter (dated January 19, 1999) from The YMCA of Hamilton/Burlington, the association that is developing the Flamborough YMCA and the attached letter (dated November 23, 1998) from Garwood-Jones & Hanham Architects, project architects for the Flamborough YMCA project.

Staff has met with representatives of the Town of Flamborough, Regional Municipality of Hamilton-Wentworth and The YMCA of Hamilton/Burlington as well as the current school Principal, newly appointed school Principal and the Superintendent of Education. All are in agreement with entering into a partnering relationship on this issue.

mb

[illegible]

Family YMCA of Flamborough

Context Site Plan

October 7 1998

SK-SP1

Garwood Jones & Hanham Architects
in Association with
Shore Tilbe Irwin & Partners
Architects & Engineers

14-3



BURLINGTON FAMILY YMCA
500 Drury Lane
Burlington, Ontario L7R 2X2
(905) 632-5000
Fax (905) 333-1767

January 19, 1999

The Hamilton-Wentworth District School Board
100 Main St. W.
Hamilton, Ontario
L8N 3L1

Attention: Mr. Duane O'Connor, P.Eng
Manager, Design Services

Dear Mr. O'Connor,

Thank-you for your call yesterday in follow-up to a common drive way access to the new YMCA in partnership with the High School and Proposed Public School Site in Waterdown.

The YMCA remains very supportive of this proposal as outlined in the November 23 letter submitted to you from our Project Architect Ross Hanham from the firm Garwood - Jones and Hanham. You'll recall this letter outlines the intent, concept and opportunities afforded by a common entrance to what we term a "campus of community buildings." It asks for the Board to approve an "Agreement-in-Principle" subject to a number of criteria including a traffic study, estimate of project cost and development of a legal and operational structure. To this end, the YMCA is in the final stages of completing the traffic study and has access to a Cost Consultant who can clarify the cost premium of this proposal. Assuming the Board's interest to proceed, we can have this information to you in relatively short order.

Please be advised that our design has progressed into the working drawing stage assuming we will be developing our own independent entrance. We have, however, built-in design contingencies to allow for a shared entrance and would be willing to change our plans in light of this opportunity. In order for our project to stay on schedule for a July tender, please be advised that our agreement and coordination activities with the Town and Region would need to follow a tight time line over the next few weeks.

We appreciate the Board's continued interest in this proposal and hope that a favourable response will be forthcoming. We reiterate the willingness of the YMCA or its Consultants to provide additional presentations / information if you feel this would be helpful.

Yours truly,

Stephen Butz
V.P. Program and Facility Development

c.c. Ross Hanham, Garwood-Jones and Hanham Architects
Kevin Keith, Director of Community Services, Town of Flamborough

Burlington Family YMCA • Hamilton Downtown YMCA • Hamilton Mountain Family YMCA
YMCA Wanakita • Community Development • Child Care • Youth Employment Services

Gifts and Bequests to our Endowment Fund will help further our work in the community



United Way

November 23, 1998

The Hamilton-Wentworth District School Board
100 Main Street West
HAMILTON, Ontario
L8N 3L1

ATTENTION: Mr. Duane G. O'Connor, P.Eng
Manager, Design Services

SUBJECT: Flamborough YMCA

Dear Mr. O'Connor:

On behalf of the YMCA of Hamilton/Burlington, thank you for the opportunity to meet on November 19 to discuss options for driveway access to the proposed new Flamborough YMCA which is being planned for the lands immediately west of the existing Waterdown District High School and south of the site for the Board's future elementary school. Your input as well as that of Bob Bruce and representatives of the Town and Region was much appreciated.

As discussed, the YMCA's proposal is to situate and orient its new 42,000 sq. ft. facility and to develop the 5 acre site to achieve the following objectives:

- In conjunction with the existing High School and future Elementary School, create a campus of community buildings which are inwardly focussed, functionally interrelated and openly accessible to the community.
- Create safe pedestrian paths connecting these buildings which support the concept of shared use and functional interrelationships.
- Develop a vehicle roadway and parking system which supports all 3 buildings based on a single traffic-light controlled intersection aligned with the existing High School entrance and Keewadyin Drive including appropriate improvements for turning lanes and lane widths to both the internal roadways and Parkside Drive.

This proposed concept is illustrated on the attached Context Site Plan Drawing SK-SP1 dated October 7, 1998.

.../2

14-5



GARWOOD - JONES & HANHAM

Architects

The Hamilton-Wentworth District School Board
Mr. Duane G. O'Connor
November 23, 1998

Pg. 2

The YMCA does, however, have a schedule to tender this project next July and start construction in September of 1999. As such, a recent decision was made by the YMCA to proceed with detailed design based on the alternative concept of an independent driveway system for the YMCA site (refer to attached Site Plan Drawing SK-SP2 dated October 7, 1998). This is certainly not the YMCA's preferred approach and is being developed with the capacity to facilitate the shared driveway concept should an agreement be reached with the Board of Education at some point in the future. To this end, the YMCA has commissioned a Traffic Study based on the independent driveway alternative which is expected to be completed around December 11, 1998.

The YMCA believes the shared driveway concept would be in the best interests of all concerned, especially the users of these community facilities. The YMCA proposes to implement the mutual aspects of this proposal on a cost-sharing basis including both construction and associated professional services. Many detailed facets would need to be explored including a legal agreement, maintenance costs, and insurance.

We thank you for your offer to take this proposal forward to both the Business Committee the Board. It is the YMCA's hope that an agreement-in-principle could be achieved subject to:

- Completion of a Traffic Study by a qualified consultant in accordance with the requirements of the Regional Municipality of Hamilton-Wentworth.
- Development of an estimate of the project cost.
- Development of a legal and operational structure.

It is hoped that the Board would share in the cost of carrying out these studies.

We trust that this submission is suitable for your current requirements and hope that a favourable response will be forthcoming. We reiterate the willingness of the YMCA to provide additional presentations if you feel this would be helpful.

Yours very truly,

Ross Hanham
RH/rh

c.c. YMCA of Hamilton/Burlington - Mr. Stephen Butz
Vice President Program & Facility Development
Town of Flamborough - Kevin Keith
Director of Community Services

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education and Secretary
From: Ken Bell, Superintendent of Education
Date: January 19, 1999
Subject: PROPOSED APOLLO PROGRAM AT TWEEDSMUIR
ELEMENTARY SCHOOL

Recommended Action:

Moved by _____, that the Apollo Alternative Education Program run as a pilot project for one year at Tweedsmuir Elementary School, and that the appropriate contracts with Human Resources Development Canada be signed.

Rationale:

- 1.1 A committee of Board employees under the leadership of Malcolm Powell, Supervisor of Social Work Services, and Al Male, Principal, Tweedsmuir Elementary School, have been working on a proposal for funding from Human Resources Development Canada.
- 1.2 The proposed program, which is known as APOLLO, is an alternative educational model to address students who have problems with school attendance and also either behavioural or academic concerns.
- 1.3 Human Resources Development Canada has approved funding for this project and is in the process of developing the necessary contracts. These should be ready for signing by the end of January.

Current Action:

- 2.1 The steering committee is meeting on a regular basis to consider and take action on the necessary procedures to identify students, prepare information packages, develop staff profiles and entry procedures.
- 2.2 The necessary steps have been taken to ensure that the required room at Tweedsmuir is available and is ready to be used.
- 2.3 Staff postings have been developed and, once the contract is signed and money confirmed, they will be circulated to staff.

Future Actions:

- 3.1 Final staff hiring to be completed as soon as possible after contracts are signed.
- 3.2 Develop student intake procedures and develop attendance contracts.
- 3.3 Prepare and administer research component of the Apollo Program.
- 3.4 Apollo Steering Committee will continue to meet on a monthly basis to ensure successful implementation of this pilot program.

Attachments:

- (A) Funding Proposal for Apollo Program

CAB ON HW W26

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1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

SPECIAL MEETING OF THE BUSINESS COMMITTEE

JANUARY 4, 1999

7:00 p.m.

A G E N D A

1. Call to Order
2. Approval of Agenda

L. Orban

ACTION ITEM:

3. Financial Information System
4. Human Resources/Payroll Information System

D. Grant

D. Grant

URBAN MUNICIPAL

JAN 8 1999

GOVERNMENT DOCUMENTS

#3

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Michael Burjaw, Manager of Purchasing

Subject: Financial Information System

Recommended Action:

Moved by: _____

That the Hamilton-Wentworth District School Board approve the selection of SRB International Ltd. as the Financial Information System and the expenditure of \$1,106,300. in order to provide for acquisition and implementation costs as detailed in the Report of the Financial Information System Evaluation team.

Rationale:

The attached Report of the Financial Information System Evaluation Team is provided to support the foregoing recommended action.

DG/GdeJ
1998-12-23

attach.

C:\MyFiles\BusComm98\FISselection.wpd

The Hamilton-Wentworth District School Board

Report of the FIS Evaluation Team

Introduction

A Financial Information System (FIS) facilitates the accounting, budgeting and purchasing requirements of the Board. It is a specialized piece of software that integrates the many components associated with Finance. An FIS system requires specific hardware and networking protocols.

The two former Boards used different FIS systems and hardware platforms to process information. The L.E.I.C. recommended that the Board review the financial processing and reporting requirements with a view to move to one automated system. Attached please find Appendix A – LEIC Recommendations.

Through the School Board Restructuring Program an application was made to the Ministry of Education and Training for financial assistance to purchase and implement a new software system. In response, the Ministry has approved funding to accommodate this process.

Selection Process

A 75 page Request for Proposal (RFP) document was developed by the Manager of Purchasing with input and approval from the Manager of Finance, Manager of Budget, Manager of Computer Services and the Superintendent of Business and Treasurer. This group was identified as the major stakeholders in the process. The RFP was distributed to all companies listed on the appropriate Board vendor file and advertised nationally through Merx, the provincially designated internet site.

Responses to the RFP were received from the following six companies: Dyad, J.D. Edwards, Platinum, SAP, Peoplesoft and SRB.

The major stakeholders reviewed all proposal submissions. After this review, each major stakeholder shortlisted their preferred vendors based upon the criteria identified in the RFP. Only two firms were identified during this process, J.D. Edwards and SRB.

Evaluation Process

An evaluation team consisting of Business Managers, Superintendent of Plant, Superintendent of Business and Treasurer, Secondary and Elementary Principals and Clerical Staff was formed. Appendix B identifies the FIS evaluation team.

The evaluation team undertook the following steps in order to formulate an assessment of the proposals included on the short list.

- review of the written proposals
- full day vendor presentations
- site visit
- reference telephone calls
- committee meetings

Preferred Solution

On December 10th, 1998 the evaluation team selected the SRB proposal as the preferred solution. Briefly, the key reasons the committee identified for choosing the SRB solution were;

- SRB's experience with school boards. Over 50% of Ontario's new district school boards use the SRB finance system.
- Confidence in SRB to bring project in within budget.
- Confidence in implementing the SRB solution prior to Year 2000. The current system will not function in Year 2000.

To effectively implement the SRB proposal, new software and hardware will be required. These costs have been included in the budget figure presented.

Implementation Plan

If approved, the implementation process will begin in late January. The target date for live operation is September 1999. It should be noted that additional work will be required after the "go live" date. The implementation project will be assisted by SRB, who have undertaken over 70 such initiatives on behalf of Ontario schools boards.

A successful implementation requires considerable human resources. To facilitate and coordinate these resources it is proposed the Board hire a project leader. The costs of the project leader would be shared between the HR/Payroll and FIS projects.

The proposed project budget is included in Appendix C.

The implementation project will include the following tasks;

- | | |
|---------------------------------|---------------------------|
| • Finalize contract | • System definition |
| • Hire project leader | • Convert / re enter data |
| • Establish implementation team | • Train staff |
| • Finalize critical path | • Run Parallel |
| • Acquire and install hardware | • Cut-over |

Annual Expenses

The board will require ongoing maintenance of the software. This maintenance provides service, support and upgrades at a cost of \$92,410 per year.

The hardware includes a three-year warranty package. In the fourth (and subsequent) year(s), hardware support will cost approximately \$40,000 per year.

It is anticipated that existing budgets will accommodate these expenses.

Recommendation

The FIS evaluation team recommends that the SRB proposal and the attached budget be approved. Furthermore, we recommend that permission be granted to the major stakeholders to enter into final negotiations with SRB, with the understanding that the project will be completed within the budget and timelines specified.

The Hamilton-Wentworth District School Board
Report of the Financial Information System Evaluation Team

L.E.I.C.: Business and Finance Recommendations

Issue Identification	Recommendations	Rationale	Action Required
The two entities have different automated systems for processing and reporting of financial information.	Review needs of financial processing and reporting of the new board with a view of one automated system.	To update the methods used for processing and recording of receipts and disbursements.	
Selection of central computer major software applications: • Finance • Personnel/Payroll • Student Administration • Audio/Visual Booking	Computer Services staff provide assistance to system users in the software selection process.	Major system users need to take lead role in selection process. Computer Services expertise required in determination of application software. Note: Since platform decisions are contingent on software selection decisions, there is a need to resolve this issue as soon as possible.	Assist with software selection. Refer to LEIC: Business & Finance Committee Finance, Payroll, SIS, and Budget Reports Determine platform and operation system. Establish implementation team: ▶ plan critical path ▶ acquire hardware ▶ install hardware ▶ convert data ▶ train staff ▶ run parallel ▶ cut-over ▶ obtain necessary approvals Maintain operations
Software utilized in the payroll function must be determined.	Select software that provides a fully functional, integrated system that will address human resource management, payroll administration and cost accounting needs.	Maintain, monitor and enhance payroll services for the new board.	Review existing payroll and reporting capabilities of the two boards. Determine software that best meets the needs of the new board. Consider year 2000 compliance.

3-4

Issue Identification	Recommendations	Rationale	Action Required
Software utilized in the payroll function must be determined. (Cont.)			Software selection is contingent upon: • Organization structure • User requirements • Hardware/operating software technical considerations • Status of collective agreements • Ministry of Education Reporting requirements Develop implementation plan for the blending of payroll operations.

The Hamilton-Wentworth District School Board

Members of the F.I.S. Evaluation Team**Major Stakeholders**

Don Grant	Superintendent of Business
Lucy Veerman	Manager of Budget
Len Dixon	Manager of Computer Services
Bud Rudyk	Manager of Computer Services (designate)
Irene Polidori	Manager of Finance
Michael Burjaw	Manager of Purchasing

Other Stakeholders

Tony Cupido	Superintendent of Plant Services
David Lacombe	Elementary Principal Representative
Klara Owen	Elementary Principal Representative
Mike Rehill	Secondary Principal Representative
Val Jas	Elementary School Clerical Representative

3-6

Cost Summary - Financial and HR/Payroll Systems

	Financial SRB	HR/Payroll CYBORG	TOTAL
<i>Application Software</i>			
HR/Payroll		351,000	351,000
Purchase Order Management	25,000		25,000
Receivables	7,500		7,500
Desktop PAK	50,000		50,000
Unlimited User License Fee	50,000		50,000
Oracle Database	172,500		172,500
KEA! Emulation Software	54,000		54,000
Cardinal Software and Equipment	35,000		35,000
Crystal Report Writer	9,000		9,000
Total	403,000	351,000	754,000
<i>Implementation Cost Estimates</i>			
Payable to Vendor	50,000		50,000
- - Customization		500,000	500,000
- - Professional Services		200,000	200,000
Subject Matter Expertise		300,000	300,000
Project Leader	65,000	65,000	130,000
Internal Staff	255,000	200,000	455,000
Total	370,000	1,265,000	1,635,000
<i>Hardware Costs</i>			
Digital Alpha Server	190,000		190,000
Total	190,000	0	190,000
<i>Other Costs</i>			
Consulting		90,000	90,000
Substitute Employee System		70,000	70,000
Work Order System	80,000		80,000
Total	80,000	160,000	240,000
Total Costs	1,043,000	1,776,000	2,819,000
Applicable Taxes	63,300	59,800	123,100
Grand Total	1,106,300	1,835,800	2,942,100

Funding of Systems

School Board Restructuring Program	
- - for Financial and HR/Payroll Systems	2,120,000
- - for Training on Financial and HR/Payroll Systems	42,100
Integrated Information System Reserves	780,000
Total	2,942,100

3-7

Annual Maintenance Fees

	Financial SRB	HR/Payroll CYBORG	TOTAL
Budgetary Accounting	10,200		10,200
Purchase Order	10,000		10,000
Receivables	3,750		3,750
Concurrent License	3,250		3,250
Oracle Silver Support	49,680		49,680
KEA! Emulation Software	10,820		10,820
Cardinal Software and Equipment	2,500		2,500
Crystal Report Writer	2,210		2,210
Updates and Maintenance		65,000	65,000
	92,410	65,000	157,410
Applicable Taxes	9,460	6,660	16,120
Total	101,870	71,660	173,530

#4

The Hamilton-Wentworth District School Board

MEMORANDUM

TO: Merv Matier, Director of Education & Secretary

FROM: Don Grant, Superintendent of Business & Treasurer
Irene Polidori, Manager of Finance
Deborah Russon, Manager of Human Resources

RE: Human Resources/Payroll Information System

Recommended Action:

Moved by: _____

That the Hamilton-Wentworth District School Board approve the selection of Cyborg Systems Canada, Inc. as the Human Resources/Payroll Information System vendor and the expenditure of \$1,835,800 to provide for the acquisition and implementation costs as detailed in the Report of the Human Resources/Payroll System Evaluation team.

Rationale:

The attached Report of the Human Resources/Payroll System Evaluation Team is provided to support the foregoing recommended action.

1998 12 22.

The Hamilton-Wentworth District School Board

Report of the Human Resources/Payroll System Evaluation Team

Introduction:

A Human Resources/Payroll Information System is a comprehensive, fully integrated system to handle the Board's unique and complex Human Resources and Payroll requirements. It is a specialized piece of software that will assist the Board with all aspects of employee information relating to position management, benefit and pension administration, salary administration, payroll processing, records of employment, production of T4s and all other levels of reporting earnings and deductions.

The two former Boards of Education used different employee information and payroll systems to process information. The Finance Committee of the L.I.E.C. recommended the Board select software which provides for a fully functional, integrated system to address human resource management, payroll administration and cost accounting needs. (See Appendix A – L.E.I.C. Recommendation)

Selection and Evaluation Process:

With the assistance of Leading Edge Payroll Applications Inc., a Request for Proposal (RFP) document was developed with input from the Managers of Budget, Computer Services, Finance, Human Resources and Purchasing. The document was submitted to fourteen vendors and seven responses were received. The major stakeholders responsible for the project consist of the Managers of Budget, Computer Services, Finance, Human Resources, and the Superintendent of Business & Treasurer. Other stakeholders who are members of the evaluation team are four Principal and Vice-Principal representatives and the Superintendents of Education responsible for elementary and secondary staffing (See Appendix B – Committee Members). Primary users were also invited to participate in the vendor presentations and site visits.

The major stakeholders developed a weighting factor for the evaluation criteria in addition to developing a detailed system requirement listing prior to reviewing the responses to the RFP.

Leading Edge Payroll Applications Inc. assisted the stakeholders in

- ⇒ evaluating the RFP responses submitted
- ⇒ reviewing the weightings given to system requirements to determine which requirements are essential in order to meet fundamental business and legal requirements.
- ⇒ providing analytical groundwork for a decision on short listing

- ⇒ performing an independent assessment of the City's Employee Information System (EIS) which included capturing the strengths, weaknesses, opportunities and threats to retaining EIS.
- ⇒ conducting reference checks and accompanying Board staff to site visits.

The members of the evaluation team undertook the following steps in order to formulate an assessment of the proposals included on the short list:

- reviewed the written proposals
- short-listed to four vendors
- attended half-day vendor presentations
- attended site visits
- committee meetings

The evaluation team subsequently shortlisted to two vendors, then to the preferred vendor. (See Appendix C – Executive Summary from Leading Edge Payroll Applications Inc.)

Preferred Solution

The evaluation team identified the Cyborg Systems Canada, Inc. (Cyborg) proposal as the preferred solution. The key reasons for choosing the Cyborg solution are:

- ⇒ integrated HR/Payroll screens
- ⇒ strong payroll functionality
- ⇒ flexibility for best practices (streamlining of HR/Payroll processes)
- ⇒ on-line checklists for ensuring information is captured for a HR event
- ⇒ user friendly software
- ⇒ integrated report writer
- ⇒ current technology (graphical user interface)
- ⇒ growth of product
- ⇒ on-line computer based training
- ⇒ 24 years experience in the HR/Payroll field
- ⇒ Broad North American client base (over 1800 installations processing information for over 5 million employees)
- ⇒ Y2K certified
- ⇒ fewer manual processes compared to leading contender.

Implementation Plan

If approved, the implementation process would begin in late January. The target date for live operation is September 1999. This is an extremely aggressive schedule to be undertaken. This date may need to be revised subject to finalization of the Board's critical path. It should be noted that additional work may be required after the "go live" date, subject to available funding (for example, we may wish to fine tune the general ledger interface for easier processing, if funding is available).

A successful implementation requires considerable human resources. To facilitate and coordinate these resources, it is proposed the Board hire a project leader for both the HR/Payroll and FIS Projects. The proposed project budget is included as Appendix D.

The implementation plan includes the following tasks:

- Finalization of the contract between the Board and the Vendor
- Hire a Project Leader
- Establish the implementation plan
- Finalize the critical path
- System definitions and installation of software
- Acquire and install hardware
- Convert and re-enter data
- Test systems
- Train staff
- Run Parallel
- Go live

Annual Expenses

The Board will require ongoing maintenance of the software. This maintenance provides for service, support and upgrades at a cost of \$65,000 per annum. It is anticipated that existing budgets will accommodate these expenses.

Recommendation:

The Human Resources/Payroll Evaluation Team recommends that the Cyborg Systems Canada, Inc. proposal. In addition, we recommend that the Board permit the major stakeholders to enter into final negotiations with Cyborg Systems Canada, Inc.

The Hamilton-Wentworth District School Board
Report of the Human Resources/Payroll Systems Evaluation Team

L.E.I.C.: Business and Finance Recommendations

Issue Identification	Recommendations	Rationale	Action Required
Selection of central computer major software applications: • Finance • Personnel/Payroll • Student Administration • Audio/Visual Booking	Computer Services staff provide assistance to system users in the software selection process.	Major system users need to take lead role in selection process. Computer Services expertise required in determination of application software. Note: Since platform decisions are contingent on software selection decisions, there is a need to resolve this issue as soon as possible.	Assist with software selection. Refer to LEIC: Business & Finance Committee Finance, Payroll, SIS, and Budget Reports Determine platform and operation system. Establish implementation team: ▶ plan critical path ▶ acquire hardware ▶ install hardware ▶ convert data ▶ train staff ▶ run parallel ▶ cut-over ▶ obtain necessary approvals Maintain operations
Software utilized in the payroll function must be determined.	Select software that provides a fully functional, integrated system that will address human resource management, payroll administration and cost accounting needs.	Maintain, monitor and enhance payroll services for the new board.	Review existing payroll and reporting capabilities of the two boards. Determine software that best meets the needs of the new board. Consider year 2000 compliance. Software selection is contingent upon: • Organization structure • User requirements • Hardware/operating software technical considerations • Status of collective agreements • Ministry of Education Reporting requirements Develop implementation plan for the blending of payroll operations.

The Hamilton-Wentworth District School Board

Members of the Human Resources/Payroll Evaluation Team**Major Stakeholders**

Don Grant	Superintendent of Business
Lucy Veerman	Manager of Budget
Len Dixon	Manager of Computer Services
Bud Rudyk	Manager of Computer Services (designate)
Irene Polidori	Manager of Finance
Debbie Russon	Manager of Human Resources

Other Stakeholders

Lee Currie	Secondary Principal Representative
Dorte Deans	Secondary Principal Representative
Diana Furry	Elementary Principal Representative
Cathy Scott	Elementary Principal Representative
Ken Bain	Superintendent of Education (Elementary Staffing)
Ken Waters	Superintendent of Education (Secondary Staffing)

Hamilton-Wentworth District School Board

Executive Summary – Evaluation of Vendor Payroll/HR RFP Responses



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About LeadingEdge

LeadingEdge is the only multi-dimensional Payroll consulting company in Canada. LeadingEdge offers a comprehensive suite of services including Payroll research, specialized consulting, employment services, customized training and the re-design of Payroll and HR related administrative practices and processes.

The firm itself is recognized throughout the industry as the foremost source of Payroll expertise in Canada. The founder, Ian J. Mise is regarded as an industry leader, having served in both voluntary and paid positions as the President of the Canadian Payroll Association. In this capacity, Mr. Mise co-chaired the joint public-private sector committee responsible for the Payroll aspects of the new Employment Insurance system.

Our client base includes both private and public sector. LeadingEdge has assisted many levels of government with issues relating to Payroll and our client list includes Revenue Canada, Human Resources Development Canada, and Statistics Canada.

Ian Mise was the project manager for this assignment. The lead consultant was Alan McEwen, the firm's Director of Research and Technology. He has a very strong technical background, which includes having designed and written Canadian Payroll software for large and complex employers. Other consultants on this project included Regan Kerr and Tracey Lawson.

The Assignment

LeadingEdge Payroll Applications Inc. (LeadingEdge) has provided professional services to the previous City of Hamilton Board of Education since the fall of 1997. At that time our assignment involved preparing a diagnostic report on HR and Payroll administrative practices. LeadingEdge also provided limited professional services in the form of Payroll subject matter expertise, via Jean Hagg, a previously independent consultant who became a LeadingEdge employee in late 1997. LeadingEdge assisted the Hamilton-Wentworth District School Board (the Board) with the preparation of the HR and Payroll Request for Proposals (the RFP), issued in October. The scope of that work also included providing a preliminary evaluation of the vendor proposals received, and short-listing the 4 vendors that became the focus of our current assignment.

The current assignment with the Board has been to assist the Board in selecting a preferred vendor from among the 4 short-listed RFP responses. During this work, we were very conscious that our mandate was to facilitate the Board's decision making process, rather than ourselves make a specific recommendation as to a preferred vendor.

The professional services covered by this assignment would normally have been performed over a 6 to 8 week period. However, we accepted this assignment knowing that the performance of these services would have to be compressed into 2.5 workweeks. In our judgement the increased risk from these very tight timelines was acceptable when compared to the loss of work time for implementation, had the Board not been able to reach a decision within the required timelines. However, the very tight timelines, together with the other RFP processes underway in parallel at the Board and the time of year, early December, impacted the work we were able to perform. Because of these circumstances we were unable to organize more than one on-site visit per vendor and were unable to document vendor proposal costs to the level of detail we would normally have preferred.

Our Approach

LeadingEdge facilitated and managed the process used by the Board to select a preferred vendor. This process included vendor presentations, visits to vendor reference sites and due diligence on technical issues and costs involved in each proposal, as the Board came closer to making a decision on a preferred vendor.

During this process, we worked very closely with the Board's vendor evaluation committee. This committee was composed of 17 persons, who represented different parts of the Board organization impacted by a decision on an HR and Payroll system. The evaluation committee was structured into 3 parts:

- 6 senior administrative managers, from IS, Finance, Budgeting and HR/Payroll, termed the Core Management Group;
- 4 Principals or Vice-Principals, representing school administration interests, termed the Advisory Management Group; and
- 5 senior HR and Payroll staff, the key front-line users of any HR/Payroll system, termed the Primary Users.

Final decision making on a preferred vendor rested with the Core Management Group, with input and advice from the Advisory Management Group. The Primary User members of the evaluation committee were particularly involved with the vendor presentations and on-site visits, as the Primary Users represented the interests of those who are most closely involved with day to day use of an HR/Payroll system.

During the vendor presentations and on-site visits and during evaluation committee meetings, LeadingEdge provided the following tools in order to assist with the decision on a preferred vendor. While these are only summarized here, our full report contains each of these tools and associated documentation, as Appendices.

Tools

Scorecard

- The RFP stated 14 criteria by which vendor proposals would be judged. These 14 criteria were used as the basis of a scorecard to rank vendors during both presentations and on-site visits.
- Using the scorecard, evaluation committee members were asked to rank each of the 14 criteria in a range from 1 ("does not meet requirements") to 5 ("fully exceeds requirements").

Supporting Questions

- To be certain the criteria in the scorecards were clear and to help ensure that each of the 14 criteria were covered during the vendor presentations and on-site visits, a "supporting questions" document was used.
- This provided sample questions that committee members could ask during the presentations and on-site visits.

Scripted Scenarios

- Based on a suggestion in our proposal, the Board provided scripted scenarios for each vendor to follow during the vendor presentations. LeadingEdge reviewed the scenarios provided and added more detail to the data contained in them.
- These scenarios helped to provide consistency across presentations, as the same material was covered during each presentation. The scripts also covered key areas of HR and Payroll system requirements and thus focused each presentation on the Board's needs rather than what the vendor would prefer to demonstrate.

Scorecard Results

- The scorecard results of each vendor presentation and on-site visit were tabulated into several Excel spreadsheets.
- These results were presented in 4 categories: "Overall", "Core Management Group", "Advisory Management Group", and "Primary Users". This enabled the evaluation committee members to see how the different parts of the committee ranked each vendor.
- With the same intent in mind, scorecard results were provided for all 14 categories and separately for those 12 categories that related to the vendor product or performance during the presentation or on-site visit. The remaining 2 of the categories related to the quality of the vendor proposal and to costing, details which were not available to the Primary Users on the evaluation committee.

Request for Additional Information

- The HR/Payroll RFP described the Board's requirements for a system at a high-level. Part of the process in selecting a preferred vendor was to provide the 4 short-listed vendors with a request for additional information, in order to determine extent of the fit to the Board's requirements.
- The Board provided detailed questions to qualify each vendor's fit to these requirements
- The completed questionnaires from each vendor were tabulated and a summary of the results provided to the evaluation committee.

Question and Answer Notes and Meeting Minutes

- In order to provide a proper record of all discussions, verbatim notes were taken of each question asked and each vendor response during each vendor presentation and on-site visit.
- These were transcribed and provided to the evaluation committee members, to assist with their review of the evaluation process.
- In addition, detailed notes were taken of each evaluation committee meeting.

Process

Vendor Presentations

- Each of the 4 short-listed vendors was given an opportunity to demonstrate the functionality and features of their product during a presentation of approximately 3-hours in length. Each vendor was supplied with an agenda for the presentation and the scripted scenarios.
- Significant efforts were expended in co-ordinating these presentations, given the short notice to the vendors and the evaluation committee members' own busy schedules.
- LeadingEdge staff facilitated each meeting, providing an agenda, a list of all participants, including vendors, committee members and, for committee members only, a scorecard, the scripted scenarios, and supporting questions.
- LeadingEdge staff facilitated the discussion, by asking questions to clarify vendor responses or to assist with vendor-committee understanding.
- Detailed notes were taken during each vendor presentation, of each question asked and of each vendor response.

On Site Visits

- Each vendor provided, where applicable, a user of their product that would be available for an on-site visit. The purpose of these visits was to confirm with actual users the functionality of each vendor product.
- Due to the limited timelines, short notice to vendors, the evaluation committee member's own difficult schedules, and the time of year, organizing on-site visits took a great deal of time and effort.
- Because of these difficulties one of these visits was a telephone conference call.

Request for Additional Information

- Each of the 4 vendors was provided with this detailed questionnaire.
- Vendors were given 5 business days to respond.
- The completed questionnaires from each vendor were tabulated and a summary of the results provided to the evaluation committee.

Due Diligence

- At the specific request of the evaluation committee, significant efforts were expended in performing due diligence on certain aspects of different vendor proposals.
- This due diligence included soliciting technical clarifications from vendors over aspects of their proposals and building the cost of ownership, over a 5 year period, for each vendor proposal. Building the cost of ownership involved numerous discussions with each vendor and with other suppliers for products required to run vendor HR/Payroll systems.
- This due diligence also included soliciting initial vendor proposed implementation timelines.

4-13

Committee Meetings – Review of Findings

- During this process LeadingEdge consultants, including Ian Mise, facilitated numerous evaluation committee meetings. It was during these meetings that the evaluation committee worked towards selecting a preferred vendor.
- LeadingEdge assisted the committee in this decision making process by reviewing the results of the evaluation process, including the scorecard results and the results of the detailed questionnaire for additional information.
- We also supplied the benefit of our experience and expertise, in the form of SWOT analysis, to summarize the strengths, weaknesses, opportunities and threats of each vendor proposal. This analysis is included in this Executive Summary.

Our Findings

Results from the scorecards:

- Vendor A scored consistently higher than other vendors in all 4 groups during the vendor presentations. Vendor A did not score as high, relative to other vendors, in the on-site visit.
- Vendor B had the highest score of all vendors for the on site visit. For the vendor presentation itself, Vendor B received its highest scores from the Advisory and Core Management groups.
- Vendor C received its highest scores from the Advisory management and the Primary User groups for the vendor presentation.
- Vendor D received average scores for the presentation. Scores from the on site visit were markedly lower than other vendors, reflecting the very poor reference given.

Vendor responses to the request for additional information:

- Vendor A indicated yes to 55% of the questions.
- Vendor B indicated yes to 87% of the questions.
- Vendor C indicated yes to 82% of the questions.
- Vendor D indicated yes to 88% of the questions.

SWOT Analysis

The following pages summarize the SWOT analysis performed for each vendor's proposal. This form of analysis highlights the strengths, weaknesses, opportunities and threats of each vendor's proposal.

SWOT Analysis – Vendor A

Strengths	Weaknesses (Internal)
- Graphical user interface, On-line Computer Based Training – these aspects of a computer system reduce recruitment and training costs and allow users to get more out of a system. - Checklists-definable HR event processes – standard processes, such as a new hire, can be defined and HR/Payroll staff provided with a check-list to follow – decreases the knowledge required to run the system. - User-friendly, integrated report writer – increases the ability of average users to get data out of the system. Does not require detailed knowledge of the database structures underlying the application. - Broad North American client base – hundreds of sites – provides vendor stability and provides resources for research and development. - HR industry knowledge – the vendor understands the HR and Payroll business across a broad range of industry sectors in North America. - Certified Y2K compliant – a 3rd party has certified the system as fully Year 2000 compliant, the only vendor proposal with this certification.	- Fit HWDSD requirements – significant customization is needed to support HR and Payroll requirements specific to Ontario school boards. - Knowledge of Board environment – the vendor has no prior experience in Canada with school board requirements. - Poor presentation – the vendor did not make best use of the time given. - Poor proposal – very little effort was made in addressing the Board's specific needs in response to the RFP - Limited vendor resources – although the vendor has almost 40 staff in Canada, like many IS vendors, Year 2000 demands are stretching the vendor's resources
Opportunities	Threats (External)
- Gain HR knowledge and experience from outside of the education sector – the Board should consider this an opportunity to benefit from experience outside of the Ontario education sector. - Users to increase Windows skills – an opportunity to increase computer skill levels that could be applied to benefit other areas of the organization.	Potential fit of Board staff to Windows environment – while a graphical interface is itself a strength, there are questions about the adaptability of some Board staff.

SWOT Analysis – Vendor B

Strengths	Weaknesses (Internal)
50% of Ontario school board market share – ensures that the vendor would be able to support the Board's requirements. - Knowledge of HWDSB environment – would minimize the time for vendor implementation staff to come up to speed. - Fit to the Board's requirements – the software has been specifically developed for Ontario school boards. - Ownership by other Ontario school boards, collectively – provides a facility for school boards to directly influence future developments.	- No support for automating HR processes – more manual effort is involved – this would increase the FTE count to run the system – Board management estimates a minimum of 1 additional FTE in HR and 1 in Payroll. - Character based user interface – makes the application more difficult to learn and harder to use. Because there are no user interface standards for character based systems, skills learned in one are not transferable to another – this increases long-term staff costs. - Limited consulting resources to support implementation and expected reliance on internal Board resources – the vendor assumes the Board can implement its product largely unaided – this would appear not to be realistic. - No integrated report writer – this makes it more difficult to get data out of the system – users have to have a detailed understanding of the database structures in the system – prevents casual users from writing their own reports and increases IS costs.
Opportunities	Threats (External)
Shared services with other Vendor B users – the local presence of other users could reduce Board IS costs, by sharing these across a number of users.	- Collective-school board arrangements expire September 1999-currently under negotiation – although there is strong school board support for collective arrangements, this introduces an element of uncertainty and risk. - No Payroll staff with Vendor B knowledge as of January 1, 1999 – the only Board staff with detailed knowledge of this system will be retired as of December 31, 1998.

SWOT Analysis – Vendor C

Strengths	Weaknesses (Internal)
- Single entry at source-with carry forward to pay – an absence, with all its impacts in the HR/Payroll system, can be entered once, by a single person – this level of automation is the highest among all vendors considered. - Fit to HWDSB requirements – the software was developed specifically for the City of Hamilton Board of Education. - Familiarity of staff with application – existing HR and Payroll staff are familiar with the system and would require little training in order to fully implement the system. - Limited error detected on pay go live – there was an excellent record in the accuracy of the pay from September to November.	- Limited Payroll functionality – the Payroll part of the system emphasizes manual work, despite the automation in other parts of the system. - Character based user interface – makes the application more difficult to learn and harder to use. Because there are no user interface standards for character based systems, skills learned in one are not transferable to another – this increases long-term staff costs. - IS resources to complete, support and maintain – the product is not yet finished, substantial parts of the system would need significant rework to meet Revenue Canada and Record of Employment requirements – a minimum of 2 IS FTE's in the long term.
Opportunities	Threats (External)
Retain HR functionality, seek other Payroll arrangements – a small possibility exists of salvaging the very strong HR functionality by reducing the system to just HR functionality – the difficulty would be then interfacing the system to an external Payroll.	On-line development tool and databases are unsupported by the vendor as of December 31, 1998 – although the difficulty of upgrading is unsure, the risk is a complete re-write of the system seen by users – the data entry screens and associated logic – sometime within the next 6 months to 2 years.

SWOT Analysis – Vendor D

Strengths	Weaknesses (Internal)
• Very strong Payroll processing – has the greatest Payroll flexibility and functionality of all short-listed vendor proposals – eliminates the high manual costs associated with producing manually calculated Payroll cheques • Integrated/powerful report writing tools – increases the ability of average users to get data out of the system. Does not require detailed knowledge of the database structures underlying the application. • Graphical user interface – this aspect of a computer system reduce recruitment and training costs and allows users to get more out of a system. • Customization of screens – the organization and structure of screens and menus can be easily customized to support Board requirements.	• Limited vendor resources – the vendor is a new, relatively small software vendor, without the depth of resources needed for a project of this type. • Lack of school board knowledge – the vendor has no prior experience in Canada with school board requirements. • On boundary of vendor's target market based on size and complexity – the vendor's own proposal identifies an organization of the size and complexity of the Board as on the outer limits of the vendor's target market. • Poor client reference – the on-site visit provided a very poor reference on the vendor. • Poor proposal – the proposal address the complexity and depth of the Board's requirements.
Opportunities	Threats (External)
• Gain HR knowledge and experience from outside of the education sector – the Board should consider this an opportunity to benefit from experience outside of the Ontario education sector.	• Potential fit of Board staff to Windows environment – while a graphical interface is itself a strength, there are questions about the adaptability of some Board staff.

Vendor Costing

At the request of the vendor evaluation committee, more time was spent on the due diligence to build ownership costs for Vendors A and B, rather than for Vendors C and D. As a result, these last two costs need to be seen as approximate values.

Vendors:	Vendor A	Vendor B	Vendor C	Vendor D
Acquisition Costs:				
Server Hardware	\$75,000	\$144,000		\$75,000
Database Software	75,000	265,000		75,000
HR/Payroll Software	352,000			78,000
Report Tools		8,000		
Networking		59,000		
PC Upgrades				
Implementation Costs:				
Customization	575,000.00	115,000	575,000	115,000
Professional Services	230,000	19,000	100,000	160,000
Project Management	Incl. Above	184,000	100,000	Incl. Above
Subject Matter Expertise Support	345,000	345,000	345,000	345,000
Operating Costs:				
Additional HR/Payroll FTE's		100,000		
Additional IS FTE's		30,000	180,000	
Software Update and Maint.	65,000	155,000	125,000	12,000
TOTAL 1ST YR. COSTS	\$1,717,000	\$1,424,000	\$1,425,000	\$860,000
TOTAL 5 YEAR COSTS	\$1,977,000	\$2,564,000	\$2,645,000	\$908,000

4-20

Cost Assumptions

The following assumptions were used in preparing the vendor costs given in the chart on the previous page:

Vendor A:

- The installation and operation of the HR/Payroll software assumes dedicated server hardware and dedicated database software, not used by other applications.
- The base HR/Payroll software price includes reporting tools.
- Customization is quoted on a fixed price basis, provided the scope for any modifications required is determined by the following: the business rules as provided for by the Board's collective agreements, as well as other similar sources, such as the accounting requirements for school boards as established by the Ontario Ministry of Education; and Board management provides active support for the implementation of HR and Payroll administrative Best Practices. Similarly, the quoted fixed price for customization assumes the availability of 3rd party, external sources of HR and Payroll administrative expertise during the customization process. Costs for this 3rd party subject matter expertise were included for all 4 vendors.

Vendor B:

- The vendor proposes hardware and software to support the HR/Payroll application that could have other uses within the Board, depending upon the outcome of other RFP's currently being considered. If these other uses materialize, the lowest possible incremental cost to the Board of the vendor's HR/Payroll proposal would be \$842,000, in the first year, and \$1,038,000, on a 5 year basis.
- The cost of terminal emulation software is shown under the item networking.
- The evaluation committee raised concerns about the lack of support for automating HR/Payroll processes in the vendor's product. To address these, an estimated \$100,000 has been included for customization.
- Additional costs were added for Project Management, not quoted by the vendor.
- Software maintenance and updates includes the vendor's annual fee, plus the costs for server hardware and operating system, database and terminal emulation software.

Vendor C:

- An estimated amount was included as customization, to address concerns related to Payroll functionality.
- Estimated amounts for additional IS resources, as well as professional fees, are also included to address concerns related to the software development environment employed in the product, which is no longer supported by the original equipment manufacturer. While a migration to current supported products could be relatively easy, the worst case scenario involves a complete redesign and rewrite of the user interface and data entry screen parts of the system.

Vendor D:

- Similar costs were assumed for server hardware and database software as with Vendor A.
- Although not quoted by the vendor, an estimate was included for customization to the Board's requirements.

4-21

Implementation Timelines

During its deliberations, the HR/Payroll evaluation committee requested additional information related to proposed vendor implementation timelines. We contacted each vendor and the following are the preliminary project timelines received. The Board should expect the preferred vendor to submit a detailed project plan for implementation, as part of finalizing contractual arrangements.

Vendor A:

- Analysis and design of customization requirements would take approximately 3.5 to 4.5 person weeks. This would be performed from early January until May, by multiple vendor resources working on separate tasks in parallel.
- Programming, documenting and testing of customizations, together with implementation and training of the system itself, would take 50 to 70 person weeks from March to September. Similarly, more than one aspect of this work would proceed simultaneously, using multiple vendor resources.
- Once the system has gone live, the vendor expects to spend 2 to 4 person weeks, from November to December 1999, to assist with orderly HR and Payroll administrative functions.

Vendor B:

- The vendor commits to begin February 1, 1999 with the provision that any required hardware and software has been delivered and installed on-site.
- The vendor expects implementation to require 33 person days. It is our opinion that this estimate is far too low. For example, it provides no allowance for the Board to review its HR and Payroll administrative processes, with a view to reducing unnecessary work and to implement best practices.

Vendor C:

- No response was received.

Vendor D:

- The vendor would begin the implementation process on January 12, 1999 with an expected go-live date of August 13, 1999.
- The vendor assumes up to 3 full-time internal Board FTE's, plus a dedicated project manager, would be able to assist the vendor during the implementation process.

4-22

Other Considerations

- During this project we were only able to organize a single on-site visit for each vendor. The time of year, early December, the very tight time timelines available, and the multiple, concurrent projects with which Board staff were involved, prevented us from organizing other on-site visits. Our professional opinion is that the Board, prior to finalizing a contract with the preferred vendor, should conduct at least 2 other site visits with users of that vendor's product.
- The Board is currently integrating the administrative functions carried out in the previous Hamilton City and Wentworth County boards. Part of this process involves budgeted staff reductions. Another is a reduction in the number of bargaining units, and hence collective agreements, from the current 19 to 10. The Board is currently without a Payroll Supervisor. In this context, a successful HR and Payroll application implementation would probably not be possible with the Board's existing internal resources. Whichever vendor is ultimately selected, in our opinion the Board should not underestimate the external resources required. In particular, strong HR and Payroll subject matter expertise should be employed in order to supplement current Board staff. Included in costing considerations
- It is important that the Board make a decision on a preferred vendor. Failure to make a prompt decision will jeopardize the planned September 1, 1999 go-live date for the HR/Payroll system.
- At the same time, it is important that sufficient time be left in the implementation for the Board to review its administrative HR/Payroll practices and to implement best practices wherever possible. Adopting best practices will provide the Board with the lowest administrative costs over the long-term, by simplifying processes and by eliminating unnecessary work.

Cost Summary - Financial and HR/Payroll Systems

Appendix D
(page 1 of 2)

	Financial SRB	HR/Payroll CYBORG	TOTAL
<i>Application Software</i>			
HR/Payroll		351,000	351,000
Purchase Order Management	25,000		25,000
Receivables	7,500		7,500
Desktop PAK	50,000		50,000
Unlimited User License Fee	50,000		50,000
Oracle Database	172,500		172,500
KEA! Emulation Software	54,000		54,000
Cardinal Software and Equipment	35,000		35,000
Crystal Report Writer	9,000		9,000
Total	403,000	351,000	754,000
<i>Implementation Cost Estimates</i>			
Payable to Vendor	50,000		50,000
- - Customization		500,000	500,000
- - Professional Services		200,000	200,000
Subject Matter Expertise		300,000	300,000
Project Leader	65,000	65,000	130,000
Internal Staff	255,000	200,000	455,000
Total	370,000	1,265,000	1,635,000
<i>Hardware Costs</i>			
Digital Alpha Server	190,000		190,000
Total	190,000	0	190,000
<i>Other Costs</i>			
Consulting		90,000	90,000
Substitute Employee System		70,000	70,000
Work Order System	80,000		80,000
Total	80,000	160,000	240,000
<i>Total Costs</i>	1,043,000	1,776,000	2,819,000
Applicable Taxes	63,300	59,800	123,100
Grand Total	1,106,300	1,835,800	2,942,100
<i>Funding of Systems</i>			
School Board Restructuring Program			
- - for Financial and HR/Payroll Systems			2,120,000
- - for Training on Financial and HR/Payroll Systems			42,100
Integrated Information System Reserves			780,000
Total			2,942,100

Annual Maintenance Fees - Financial and HR/Payroll Systems

Appendix D
(page 2 of 2)

	Financial SRB	HR/Payroll CYBORG	TOTAL
Budgetary Accounting	10,200		10,200
Purchase Order	10,000		10,000
Receivables	3,750		3,750
Concurrent License	3,250		3,250
Oracle Silver Support	49,680		49,680
KEA! Emulation Software	10,820		10,820
Cardinal Software and Equipment	2,500		2,500
Crystal Report Writer	2,210		2,210
Updates and Maintenance		65,000	65,000
	92,410	65,000	157,410
Applicable Taxes	9,460	6,660	16,120
Total	101,870	71,660	173,530

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JAN 27 1999

ADDITIONAL
INFORMATION FOR
THIS EVENING'S

BUSINESS COMMITTEE

Open Agenda

14 – 2a. Waterdown District High School/YMCA Access

Please add this information to your agenda package.

BUSINESS COMMITTEE
1999 01 21

This site plan illustrates the layout of the Waterdown District High School campus. Key features include:

- EXISTING WATERDOWN DISTRICT HIGH SCHOOL**: The main school building located in the upper left.
- EXISTING HIGH SCHOOL PLAYFIELD AND RUNNING TRACK**: An oval-shaped track and field area situated to the right of the main building.
- EXISTING HIGH SCHOOL PARKING**: A large parking lot located between the main building and the playfield.
- FUTURE ELEMENTARY SCHOOL SITE**: A designated area in the lower left corner for a new elementary school.
- PROPOSED FLAMBOROUGH YMCA**: A rectangular building footprint shown adjacent to the future elementary school site.
- PROPOSED ACCESS DRIVEWAY**: A narrow driveway leading from the parking area towards the proposed YMCA.
- STORM SEWER SYSTEM**: Indicated by dashed lines throughout the site, particularly around the proposed buildings.
- PARKING**: Additional parking spaces are marked near the proposed YMCA and along the perimeter.
- Orientation**: A north arrow is positioned in the bottom right corner of the plan.

Family YMCA of Flamborough	October 7 1998
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Garwood Jones & Hanham Architects
in association with
Shore Tilbe Irwin & Partners
Architects & Engineers

**URBAN
MUNICIPAL****BUSINESS COMMITTEE****FEBRUARY 18, 1999****7:00 p.m.****A G E N D A****7:00 p.m.**

1. Call to Order
2. Approval of Minutes of January 21, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

URBAN MUNICIPAL

FEB 22 1999

L. Orban

ACTION ITEMS:

5. Zone Boundaries
6. Consolidation of Red Hill and Elizabeth Bagshaw Schools
7. Planning Report
8. Selection of Insurance Broker
9. Sir Wilfrid Laurier School - Construction of Soccer Fields
10. 1998 Stub Year Financial Report (including Financial Report - 1998 booklet)
11. Education Development Charges
12. Employee Expense Policy
13. Update: Year 2000 Readiness
14. Information Technology: Long Range Plans
15. Yorkview Creative Playground
16. School Facility Renewal Program - Projects for 1999 School Year
17. Trustee Representation on Tender and Quotation Policy Committee

URBAN MUNICIPAL

D. Grant
W. Joudrie
D. Grant
D. Grant
D. Grant
D. Grant
D. Grant
D. Grant
W. Joudrie
A. Cupido
A. Cupido
D. Grant

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

18. Public Questions for Clarification**Future Meetings:**

Special Education Advisory Committee
Board

February 24, 1999

7:15 p.m.

February 25, 1999

8:00 p.m.

Education Committee

March 4, 1999

7:00 p.m.

Business Committee

March 11, 1999 [re-scheduled from the 18th]

7:00 p.m.

Board

March 25, 1999

8:00 p.m.

Special Education Advisory Committee

March 31, 1999

7:15 p.m.

MINUTES OF THE BUSINESS COMMITTEE

JANUARY 21, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Laura Peddle (arrived at 7:30p.m.), Reg Woodworth and Ray Mulholland.

Regrets: Wes Hicks

Also present: J. Bishop, J. Dewar, E. Johnstone, J. Rogers and B. Wallace.

In attendance: M. Matier (Director of Education and Secretary), M. Botting (Superintendent of Instructional Services), K. Bain (Superintendent of Education), K. Bell (Superintendent of Education), E. Bond (Superintendent of Education), N. Campbell (Superintendent of Education), K. Croxall (Superintendent of Education), P. Gillie (Superintendent of Education) and W. Joudrie (Superintendent of Education).

Also in attendance: D. O'Connor, Manager, Maintenance, Engineering and Design
D. Sage, Manager of Accommodation and Planning.
L. Veerman, Manager, Budget

The Chair called the meeting to order at 7:00 p.m.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of December 10, 1998 and January 4, 1999 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

Added items:

Zone Boundaries / Possible Redistribution of Trustees – L. Orban

Board's Inclement Weather Policy – R. Woodworth

It was moved by R. Woodworth: That the agenda be approved as amended.

CARRIED.

5. Report re Delta Secondary School's 75th Anniversary

E. Bond presented the report.

It was moved by Reg Woodworth that \$10,000 be advanced to Delta Secondary School to be used as working capital for the 75th Anniversary to be held in May 2000 with the following provisions: that the \$10,000 be returned to the Board by August 31, 2000 following the 75th Anniversary celebration.

CARRIED.

J. Sims outlined how the community has become involved in the event, highlighting in particular the students' involvement in drafting a model for beautification of the back campus as a significant part of the reunion's legacy.

6. October 31, 1998 Enrolment Report

D. Grant introduced the report and called on L. Veerman to present the report.

In response to questions, L. Veerman confirmed that the average credit load per semester is 3.75 for composite secondary schools.

One trustee noted the low enrolment in OACs in the secondary schools in the City, suggesting that the schools are not attracting enough students nor offering enough of a range of programs at the OAC level.

K. Waters concurred with the concerns raised and stated he and E. Bond would surface this issue at the next principals' meeting.

It was moved by Heather Bullock that the enrolment summary report for October 31, 1998 be received for information.

CARRIED.

7. Average Class Size Report

D. Grant reviewed the report and the recommended actions. L. Veerman, K. Bain and K. Waters each spoke to the report.

A trustee pointed out that many elementary school principals have, in consultation with their School Councils and parents, raised class sizes in order to provide extra resources. To reduce the class size to the Ministry's standards would reduce the support to the classroom teachers and students, i.e. libraries, guidance counsellors, site managers for computers, music, etc.

One trustee, noting the recommendation for a mid-year reorganization of the elementary schools, inquired as to the consequences of not taking this action. D. Grant responded as follows:

- this is the first year of the new funding model which represents a new way of approaching school board operations
- there is, therefore, no track record to establish what consequences exist for non-compliance
- the MOET may take the position that sufficient dollars have been allocated to achieve the class size specified and Boards that exceed this class size have received surplus funding
- a possible consequence could be a recalibration of the Board's funding for the 1998-1999 school year
- 'class size' is one of the major platforms the government has established as a measuring plank with school boards and it has strongly highlighted the 25-1 and 22-1 ratios in the press
- within 30 minutes of the Board submitting its report by fax, the Ministry called administration regarding the fact that the Board was not in compliance and indicated that follow-up action would be required
- the Board must determine what follow-up action is appropriate in this circumstance. The recommended action suggests a mid-year reorganization; however, the Board may conclude that a mid-year reorganization is not in the best interests of the students
- the risk of the latter is the potential financial consequences that could be levied by the Ministry

When a trustee noted that 42.8% of City schools are below 25 and 66.6% County schools are below 25, K. Bain explained that the two collective agreements with two different sets of parameters, combined with principals who have allocated staff differently from last year as well as the differing county and city practices, account for much of these discrepancies

While appreciating this report is the first time such information has been presented to the new school board, a trustee observed that it would be useful to know:

- averages by division, i.e. primary, intermediate, composite, vocational
- how many classes have more than 30 students in the secondary panel
- how many students are enrolled in advanced, middle and destreamed classes

K. Waters indicated that the Trevlac computer system will make it possible to provide such information.

Debate around the recommendation in the report to reorganize the elementary schools mid-year in order to meet the Ministry's average class size requirement of 25 surfaced the following trustee comments

- too much is made of 'average class sizes'
- to reorganize the whole system mid-year would create additional instability
- to reorganize mid-year would not be in the best interests of the students

It was moved by H. Bullock:

- (a) that the report on average class size be received for information.
- (b) that a copy of the report be made available to the public at the head office of the board and at the office of each school of the board.
- (c) that a copy of the report be submitted to the chair of the school council for each school of the board.

D. Grant confirmed that the presented report on average class size referenced in the above recommendations was Appendix B of the report attached to the January 21, 1999 Business Committee agenda.

To the motion, CARRIED.

It was moved by H. Bullock:

- (d) that Administration submit a plan to the Ministry outlining the use of the board's funding provided to meet the class size provision and how the board proposes to meet the average class size requirements.
- (e) that the Board request approval from the Ministry for the average class size report as submitted. This approval is requested based on the staffing process noted in the report and the submission of a plan outlining how the board proposes to meet the average class size requirements.

D. Grant confirmed that (d) and (e) relates to both elementary and secondary panels. While the Board will be in compliance in the secondary schools come February 1, the average class size over the full year will be in excess of 22-1.

D. Grant assured the members that, should the Board not support the mid-year reorganization, the officials will forward the Board's position to the Ministry emphasizing both the academic concerns that dissuade the Board from going this direction. It will be noted that it is the Board's intent to meet the average class size for the 1999-2000 school year.

To the motion, CARRIED.

Recognizing the support of the trustees to not disrupt the system,

It was moved by H. Bullock:

- (f) that the Board request the Director of Education to inform the Ministry that The Hamilton-Wentworth District School Board has exceeded the class size limits for elementary school classes and also indicate that the Board is opposed to disrupting the educational program at such a late date in the school year and that it is the Board's intention to comply with the class size average in the 1999/2000 school year.

CARRIED.

8. Transportation Guidelines

D. Grant and D. Sage presented the report.

In response to a question, D. Grant indicated that funding for Section 27 classes is under the ISA 4 category. In the past, Section 27 funding provided boards with monies to cover the costs of the teacher, possibly an educational assistant (if approved) plus a small allotment for capital when a new classroom was being established, along with an allotment for classroom supplies. He believed category 4 recognized the continuation of those principles.

While appreciating the issues that will be formally forwarded to the Transportation Policy Committee to be addressed, a trustee expressed concern about the need to provide immediate assistance to the Section 27 programs, in particular the students at Grace Haven.

As a member of the Business Committee, L. Peddle agreed to place the following motion on the floor for J. Bishop:

It was moved by Laura Peddle that a sum of up to \$5000 be provided for the transportation of Section 27 students until June, 1999, with a report back to the Board if this figure will be exceeded.

In response to a question, D. Sage confirmed that the additional transportation grants provided by the MOET equal approximately \$300,000. Of this amount, \$90,000 has been utilized to provide alternate transportation required as a result of the Hamilton Street Railway strike. It was also noted that in the 1998-99 budget, transportation expenditures exceeded transportation funding by approximately \$500,000.

To the motion, CARRIED.

It was moved by Laura Peddle that the December 10, 1998 Business Committee recommended actions regarding the Board's 1998/99 Transportation Guidelines be referred to the Transportation Policy Committee.

CARRIED.

9. Trustee Representation on the Transportation Policy Committee

D. Grant drew the members' attention to the provision for a trustee representative on the Transportation Policy Committee.

Trustees L. Orban and J. Bishop indicated they would be willing to sit on the Committee.

The Chair ruled that no motion was necessary and that the minutes would provide the record for these designations.

10. Interlock Contract Extension

D. Sage presented the report.

D. Grant responded to a question that this contract was referenced in a recent report to the Committee where it was indicated that the contract would be terminated at the end of December, 1998. However, Board approval is requested to extend the contract by three months in order to address the requirements of a restructuring project.

D. Grant clarified that this system will enable the Board to receive information from carriers in an electronic format which will be faster and more efficient.

Referencing the comment in the report to 'increased public accessibility to transportation information', D. Sage explained that there may be a page on the website that will outline the transportation policies, routes, snow closure policies, etc.

While agreeing that the Catholic Board's use of the Edulog Stops system could create some compatibility (computer) problems in any future integration ventures, D. Sage did not believe it would be a major stumbling block in trying to co-ordinate a system-wide transportation system nor preclude moving in such a direction.

It was moved by Reg Woodworth that the Board approve the extension of the contract for the services of Interlock Systems until March 31, 1999.

CARRIED.

11. Pediculosis Policy

M. Botting presented the report.

It was moved by Reg Woodworth that the Pediculosis Policy be approved.

Policy Statement: The control of pediculosis is a shared responsibility within the community. The community includes the school. Each school shall have a pediculosis program in place designed in accordance with its needs. It is the primary responsibility of the parents/guardians to check and treat their child(ren).

The members agreed to the suggestion of inserting "*in consultation with the School Council*" after the words "as determined by the principal" under Operating Procedures 1. Philosophy.

To the motion, CARRIED.

12. Board Motion re Glenwood Program Moving to Fairview School

H. Bullock asked for an update on the plans for moving this program to Fairview School.

K. Bain indicated that

- two formal meetings have been held to date
- the relocating of existing programs and services at Fairview and subsequent renovations to accommodate the program are being addressed
- recognizing that the students at the Glenwood Program need time to ease into this transition to a new location, the intent is for the move to take place as soon as possible after the March Break; however, it may be later in the spring before it can happen

Discussion then focused on the fact that the only Ancaster school in Zone 8 is Glenwood School and the anticipated need to re-open that facility (Maplelane) as an elementary school. The officials were asked if there were any plans to re-open Maplelane as an elementary school for September, 1999.

M. Matier responded that the accommodation of students issue was being addressed by the zone committees. An interim report on zone boundaries is anticipated by the end of this February. However, the final report is not due until September, 1999.

Concerns of potential expenditures to meet any new building codes should the building be closed even for a year were raised. T. Cupido responded that the Maplelane building has not been declared closed and is still considered an active building.

One trustee reminded the members that the recommendation to move the Glenwood School program was to free up the Maplelane School in Ancaster.

13. School Facility Renewal Program Projects for 1999 School Year

D. O'Connor presented the report.

It was moved by Laura Peddle that the Superintendent of Plant Services be permitted to contract Svedas-Koyanagi Architects Inc. as the project architects for the Renovation of Barton Secondary School (Barton).

CARRIED.

Speaking to the second recommendation in the Report, T. Cupido indicated that, during the past 5 years, the City Schools have retained the services of this roofing firm. It is the officials' belief that it is logical to extend to this firm the roofing projects for this year.

D. O'Connor noted that a book, set up on an individual school basis, is available for trustees' perusal if they wish. He added that it is the intent to integrate the county schools into this program to address any severe roofing problems.

When a trustee suggested that the term "estimated cost" should be "maximum cost", D. O'Connor noted that he did not have a solid figure on the expenditures for the county schools but believed that it was possible to accomplish the work within the budget.

In support of the direction to put a cap on this expenditure

It was moved by Reg Woodworth that the Superintendent of Plant Services be permitted to contract Fishburn Roofing Sciences Group Ltd. as the project consultants for the Roof Inspection Program (for the former county schools) and the Roof Replacement Program at a maximum cost of \$50,000.00.

T. Cupido responded to a question that formal tenders were not issued for this roofing program since this consultant, having been retained by the City Board over the last 5 years, had developed comprehensive documents on our roofs and it was deemed prudent to continue to use the same firm for these repairs.

T. Cupido responded to a question whether some expenditures could be delayed pending determination of the school accommodation issue. He noted that the officials took those concerns into perspective when the plan for capital projects was developed and the initial work is being done in schools not targeted for closure or possible closure. He added that much of the work will not take place until closer to the summer and by then the school closure issue should be much clearer.

To the motion, CARRIED.

14. Waterdown District High School/YMCA Access

T. Cupido and D. O'Connor presented the report.

D. O'Connor responded to a question that the Board is responsible for driveways and parking on its properties.

A trustee expressed concern that, while the project is commendable and would make for a safer and more controlled entrance way, the Board has already invested money in the entranceway and questioned the advantage to the Board of entering to a 50-50 split with the YMCA at this time.

D. O'Connor relayed that there is merit in agreeing with the wider access route because it increases the potential for a traffic light and the fact that the joint access off Parkside Drive minimizes traffic flow.

A trustee suggested that the Board would be paying for more than it needs to in entering into this agreement. Maintenance and snow removal costs may increase.

When it was suggested that the recommended action in the report eliminate the reference to the costs,

It was moved by Reg Woodworth that the Board agree in principle to the concept of a shared access to serve the existing Waterdown District High, the future Flamborough YMCA and the proposed elementary school and to permit the Superintendent of Plant Services to continue discussions in planning for this project

While a trustee reiterated her objection to any financial backing on the part of the Board, the Chair ruled the intent of the motion is to support the project, in principle and without any financial commitment, and that the officials will report back following further negotiations.

To the motion, CARRIED.

15. Update: Snow Removal

T. Cupido reported that, due to the unprecedented snow fall and low temperatures since the start of the new year, the snow clearing contractors have been unable to meet the demands in many situations. The Caretaking staff have tried to keep the building entrances clear but are

experiencing some operational problems and the need for more sanding and salting. This has resulted in an extensive use of supply staff and overtime to meet the added demands. With the cold temperatures, heating problems and related repairs have also been experienced. With three months of winter left, over fifty percent of the snow clearing budget has been utilized. Trustees will continue to be advised of the budget situation in this regard.

T. Cupido responded to a question that playgrounds are not cleared of snow. He offered that it is considered preferable not to clear the snow from this area both for the additional costs that would be incurred as well as some safety issues should ice form where the snow has been cleared.

One trustee observed that many schools are happy with the efforts and offered commendation to the staff.

It was moved by Laura Peddle that the Verbal Update – Snow Removal be received for information.

CARRIED.

16. Update: Ancaster Senior Public School Move

T. Cupido reported that it is the plan for students to move back into the school on Tuesday, January 26, 1999 with all but minor items completed. Noting that the budget for this project is on target, the fire department and building officials have been through the building and have acknowledged it is ready for occupancy. There may be some additional air testing to ensure there is no asbestos. He thanked the key staff involved – Bruce Thompson, Marie McDonagh, Sharon Fair and Judy Goldsworthy – for their co-operation in making this a very successful project.

B. Wallace offered his appreciation to T. Cupido for how he handled this situation in an open and honest manner.

T. Cupido responded to a question that the Ministry will be involved in determining that there are no further risks for the occupants.

It was moved by H. Bullock that the verbal update –Ancaster Senior Public School Move be received for information.

CARRIED.

17. Proposed Apollo Program at Tweedsmuir Elementary School

K. Bell presented the report, emphasizing that the value of the project is \$170,000 but is at no cost to the Board. The Principal, Allan Male, elaborated on the project.

K. Bell confirmed that feedback on the merits of the study will be forthcoming.

It was moved by R. Woodworth that the Apollo Alternative Education Program run as a pilot project for one year at Tweedsmuir Elementary School, and that the appropriate contracts with Human Resources Development Canada be signed.

CARRIED.

18. Zone Boundaries – L. Orban

M. Matier responded to a query that, at the information meeting for principals and school councils regarding the Zone Review Committees, he had responded to a question from the floor that the zone boundaries don't align with trustee electoral areas. Indicating that any change in the electoral boundaries was the responsibility of the Provincial Government, he clarified that it was not his intent to take any action in this regard or even suggest such action be taken. He emphasized that the zones were created to address this Board's accommodation needs.

D. Grant noted that the first item of business for the Zone Review Committees is to deal with the zone boundaries. Accommodation issues and catchment areas will follow logistically in the process as the Committees work through their mandate.

A trustee suggested the Board needs to relay to the public that it is not committed to closing schools in order to get down to zero surplus space. One trustee has four zone review committees to cover and it was suggested that the Board was moving too quickly.

M. Matier noted that the Board has not made a decision that it is not closing schools; rather, it agreed to extend the Ministry's timelines in order to consult with the public in working towards those kinds of decisions.

Several trustees believed that there were mixed messages about what direction the Board was taking on school consolidation and the members agreed that further debate in order to clarify this issue was necessary.

While it was suggested this be an agenda item for the Board meeting on the 28th, it was noted that the Director had indicated his intent to bring this issue to the trustees in February. It was agreed that the Director and Chair of the Board would determine the appropriate time for further discussions.

19. Board's Inclement Weather Policy

Responding to a trustee's question why the schools were kept open when buses were cancelled, M. Matier offered the following considerations around school closings due to snow storms:

- when a school is declared "open", it means that staff are expected to attempt to get to work
- some principals went to their schools when they were declared closed; M. Matier suggested this was both the responsible and perhaps the legal thing to do since students sometimes come to school when they haven't heard the cancellation notice
- practices of the Catholic District Board are taken into consideration, M. Matier and their Director talk in the morning regarding the inclement weather and have agreed upon some common practices
- parents have a responsibility in this issue as well relative to choosing to send – or not to send – their child to school
- Executive Council is in the process of discussing this issue and will clarify the protocol regarding school closures and inclement weather

The meeting then adjourned at 10:00 p.m.

rm

ACTION ITEMS

BUSINESS COMMITTEE
1999 02 18

5

The Hamilton-Wentworth District School Board

Memo

Revised

To: Merv Matier, Director of Education and Secretary

From: Executive Council

Re: Study Area Accommodation Review Action Plan

Recommended Action:

Moved by: _____

That the Board approve the Study Area Accommodation Review Action Plan for the Study Area Committees dated March 9, 1999.

Rationale:

At the February 18, 1999 Business Committee meeting it was suggested that an action plan be developed regarding the accommodation review to be conducted by the Study Area Committees. Accordingly, Executive Council has formulated the attached Action Plan dated March 5, 1999 for Trustee consideration.

It should be noted that the resolution approved by the Board in October 1998 provided for the submission of the final report of these committees by September 1999. Further, the Terms of Reference for the committees was approved by the Board on November 26, 1998. The preparation of the action plan has, in the opinion of Executive Council, served to identify that it would be very difficult for the Study Area Committees to accomplish their mandate by September 1999. Consequently, the action plan separates the work of the committee as defined by the Terms of Reference into two phases: accommodation review to be completed by September 1999 and school catchment review to be completed by February 2000.

In reviewing the mandate of the study area committees, Executive Council anticipates that the committees may need assistance with the appropriate interpretation of the directives given. Guidance with respect to the intent of the Board regarding school closures would likely be of tremendous assistance to the committees.

When the October 22, 1998 Accommodation Review Report was prepared, the Ministry of Education and Training had established December 31, 1998 as a very significant date from a school closure perspective. The Ministry of Education and Training stated, "Boards will have an opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-00 and subsequent years if the board passes a resolution to consolidate specific schools at the end of the 1998-99 school year by December 31, 1998 and within 30 days of passing the resolution they offer the schools to be consolidated at no charge to their co-terminous boards or to the Ontario Realty Corporation...". This represented a once in a 25 year opportunity. Subsequent to the presentation of the Accommodation Report, the Ministry of Education and Training November 13, 1998 news release indicated that boards can make consolidation decisions on an ongoing basis, every year if necessary, and submit the information to the Ministry by December 31st to impact on capacity for the following year. This action

complements the provision in the school closure policy for a periodic review of accommodation.

This change, introduced by the Ministry of Education and Training, enables District School Boards to adopt a manageable and measured approach to the school consolidation issue. The action plan is provided for trustee consideration in order to focus the study area committees on the schools where closure is most likely an issue, mitigate community anxiety regarding the extent of school closures and streamline the workload and effort required by the committees in this initial review. The action plan specifically states that the Board recognizes that reduction of excess capacity to zero is not likely to occur. Study Area committees are referred to the General Considerations and Criteria noted in articles 3 and 4 of the School Closure Policy for guidance on the determination of which school(s) should be considered for closure. However, it should be noted that approval of this action will likely result in the Board not positioning itself to receive new pupil place grants as currently defined by the Ministry of Education and Training.

DG/GdeJ
1999-03-09
attach.

The Hamilton-Wentworth District School Board

Study Area Accommodation Review

ACTION PLAN

The purpose of the following action plan is to detail the steps each Study Area committee will need to accomplish in order to satisfy the mandate listed in the Terms of Reference for these committees.

Action	Task	Date to be Completed by
Accommodation Review Phase		
Executive Council	Establish lead Supervisory Officer for each Committee.	March 2, 1999
	Determine date and location of first meeting.	March 5, 1999
Study Area Committee	Receive data pertinent to the review of accommodation for each school in the study area. The criteria and principles included in the school Closure Policy will serve as a reference.	March 31, 1999
	Receive current data on catchment areas of schools within the zone.	
	Consider ways by which to address the excess of zone pupil capacity over zone pupil enrolment. The Board recognizes that reduction of excess capacity to zero is not likely to occur.	April 15, 1999
	Consider the potential consolidation of schools for reasons other than capacity percentage: building condition, location within the zone, etc.	
	Determine school(s) that should be considered for school closure. The General Considerations and Criteria that guide school closure determination are noted in articles 3 and 4 of the School Closure Policy. {Delete: Note March 25, 1999 Board direction.}	May 15, 1999
	Inform community of the school(s) that will be considered for school closure.	
	For impact study purposes, identify the host school(s) for the student population of each school to be considered for closure.	
	Complete a "School Closure Impact Study" for each school to be considered for closure. Such impact study: - may be completed by a sub-group of the study area committee, but must include representatives of the school considered for closure and host school(s). - will provide opportunity for groups or individuals to make presentations to the sub-group (open house?).	June 15, 1999

Action	Task	Date to be Completed by
Study Area Committee (cont.)	Receive and consider impact study for each school to be considered for closure.	
	Formulate recommendation(s) regarding the closure of each school for which an impact study was completed.	
	For each school recommended for closure, review and recommend the host school(s) for the student population that would be displaced.	
	Submit report on accommodation phase to Executive Council. Report to include all impact studies completed and a copy of any written presentations provided to the committee.	September, 1999
Executive Council	Receive and review Study Area reports on accommodation phase.	
	Formulate recommended action for Business Committee consideration.	
Business Committee	Receive Executive Council's recommendation(s) regarding the closure of school(s).	September, 1999
	The Business Committee shall consider the Accommodation Phase report and recommend that the Board take one of the following actions with respect to each school recommended for closure: - that the school be scheduled for closure, or - that the school be studied further for possible closure, or - that the school be removed from consideration for closure at the present time.	
Board	The Chair of the Business Committee shall present, in its entirety, the final Accommodation Phase Report to the Board at the next regular meeting.	
	At this time, the Business Committee Chair shall give notice of motion of the action approved at committee level regarding school closures.	
	The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.	
Administration	If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to: - inform in writing those schools identified for potential closure - advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.	

Action	Task	Date to be Completed by
Board	At the Special Board meeting, the Board shall receive delegations of concerned citizens and consider the action recommended by the Business Committee.	
Administration	If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.	
Catchment Review Phase		
Study Area Committee	Review the catchment area for each school within the study group.	November 1, 1999
	Consider whether or not there is a need to rationalize or redefine school catchment areas.	December 15, 1999
	Formulate recommendation(s) to address each need for a change in catchment area.	
	Consider alternative strategies for the implementation of revised catchment area(s) and guidelines that may facilitate this process.	
	Recommend a strategy to implement revised catchment area(s) and guidelines to facilitate the process.	
	Submit report on catchment phase to Executive Council.	
Executive Council	Receive and review Study Area reports on catchment phase.	December 15, 1999
	Formulate recommended action for Business Committee consideration.	January 31, 2000
Business Committee	Consider Executive Council recommended action and Study Area reports on catchment phase.	February, 2000
Board	Consider Business Committee motion(s).	February, 2000
Administration	Implement direction(s) approved by Board.	

3-5

SCHOOL CLOSURE IMPACT STUDY

School Considered for Closure

"Host" School(s)

CRITERION	IMPACT COMMENTARY	
	PLUSES eg. -enhanced facilities -cost savings	MINUSES: eg: -longer walking distance -additional bussing costs
1. Program Implications		
2. School Attendance Areas		
3. Enrolment Projections		
4. Transportation Issues		
5. Social Impacts		
6. Financial Impacts to School Operations		
7. Capital Needs of "Host" Schools		
8. Staffing Implications		
9. Alternative Use of Facilities		
10. Additional Considerations		

Zone School Closure Review Committee

Terms of Reference

Introduction

The Hamilton-Wentworth District School Board has approved the establishment of Zone School Closure Review Committees to address the new board's initial consideration of school consolidation. The approved School Closure Policy will be applied to address subsequent school consolidation issues. However, the criteria and principles included in the policy will serve as a reference point for the zone committees. The School Accommodation report dated October 22, 1998 prepared by Executive Council will also be a useful reference for the zone committees.

Mandate

A committee will be established for each zone identified in the October 22, 1998 Accommodation Report and will be responsible to accomplish the following:

- Consider the ministry-rated capacity, enrolment and other pertinent data of each school within the zone.
- Review the definition of the zone boundaries and provide comment.
- Review the October 22, 1998 recommendations of Executive Council regarding school closures within the zone.
- Prepare recommendations to address the excess of zone pupil capacity over zone pupil enrolment.
- Prepare recommendations to address the potential consolidation of schools for reasons other than capacity percentage: building condition, location within the zone, etc.
- Review current catchment areas of schools within the zone.
- Prepare recommendations to rationalize and redefine school catchment areas.
- Provide suggestions on the implementation of the new catchment areas.

Composition

The Zone School Closure Review Committees shall be comprised of:

- appropriate Superintendent of Education - Chair
- School Council chair or designate for each school within the zone
- Principal for each school within the zone
- area Trustee(s)
- in secondary zones, one secondary student for each school within the zone

A protocol shall be advertised regarding the ability of other stakeholder groups to make presentations to zone committees. In addition, other resource staff may be in attendance as required.

Report Template

The attached report template will be used by the zone committees, for consistency purposes, to structure their final reports.

Reporting Deadline and Process

Each Zone School Closure Review Committee will submit its report to Executive Council no later than September 1999. Executive Council will review the zone committee reports and prepare recommended actions for Business Committee consideration. The full zone committees reports will be provided, in their entirety, to the Business Committee.

It is anticipated that articles 11, 12, 13 and 14 of the School Closure Policy (with necessary modifications) will guide the process subsequent to the presentation of Executive Council's recommended actions to the Business Committee.

rev. 1998-11-26

DG/GdeJ
attach.



SCHOOL CLOSURE

Date Approved: 1998 09 24
Projected Review Date: 2000 09

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to consider a school for closure on the basis of an Accommodation Review and School Closure Review Committee report in accordance with the administrative regulations.

RESPONSIBILITY: Superintendent of Business and Treasurer
 Superintendents of Education

OPERATING PROCEDURES:

1. The Board reserves the right to modify the usual time frame and/or sequence when special circumstances are identified.
2. The usual minimum time period between the identification of a school for potential closure and final decision of the Board will be six months.
3. Periodically the Superintendent of Business shall ensure that an Accommodation Review is undertaken of all school facilities. The Accommodation Review may take into account the following general considerations:

Program Viability - The number of students and staff in the school and/or other schools declines to a point where the quality of program is seriously endangered. Declining enrolment is jeopardizing the school's ability to meet the program needs of its students.

Low Occupancy - The enrolment of a school has fallen below 70% of capacity as calculated in accordance with the Ministry of Education and Training's guidelines and enrolment projections confirm little, no or declining growth patterns.

Structural Condition - Economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

4. The Accommodation Review may indicate that a school or schools should be identified for potential closure based on a review of any or all of the following criteria:

Elementary Schools:

Enrolment below 70% of the effective Ministry rated capacity
 Continuing decline in kindergarten enrolment over several years
 A large ratio of split or multi-grade classes
 Limited facilities for specialized activities

5-9

- A considerable number of vacant classrooms
- High per-pupil operating costs
- Failure of enrolment to justify scheduled maintenance costs
- Limited new housing in area.

Secondary Schools:

- Enrolment below 70% of the effective Ministry rated capacity
- Continuing decline in enrolment over several years
- Continuing need to cancel courses due to under-subscription
 - Increasing need to organize classes containing more than one year level and/or one difficulty level in order to preserve courses
 - Increasing numbers of classes taught by teachers who do not have the qualifications to teach such classes listed on their Ontario Teacher Qualifications Record Card
 - Inability to meet conditions of collective agreement with respect to Pupil Teacher Ratio, Pupil Teacher contact and supervision time constraints without injection of additional staff
 - Insufficient staff to provide a viable co-instructional program base for full and active secondary school life
- Limited facilities for specialized activities

5. In the event that Executive Council concurs that a school or school(s) be identified for potential closure a recommended action shall be presented at an open session of the Business Committee. Such recommendation shall request approval for the identification of specific school(s) for potential closure and that a School Closure Review Committee report be initiated on behalf of each school to consider the ramifications of closure.
6. If the Board officially identifies a school for potential closure, it shall be the responsibility of the appropriate Superintendent of Education to:
 - a) inform the Principal and Staff,
 - b) inform by letter the parents of all students who would normally attend that school if it remained open,
 - c) make arrangements for a public meeting at which the Director of Education will review the basis for the recommendations and explain the School Closure Review procedures,
 - d) inform the general public through The Spectator and other local newspapers,
 - e) inform the appropriate municipal council(s)
7. If the Board officially identifies a school for potential closure, it shall be the responsibility of the Superintendent of Business to initiate procedures forthwith for the establishment of a School Closure Review Committee.
8. The School Closure Review Committee shall be comprised of the following representatives:
 - the Superintendent of Business - (Chair)
 - the appropriate Superintendent of Education
 - the Manager of Accommodation and Planning
 - the principal of each school significantly affected by the proposal
 - one teacher from each school significantly affected by the proposal, representing and selected by the teaching staff of those schools
 - one support staff representative appointed by OSSTF - OCTU
 - one support staff representative appointed by CUPE
 - School Council Chair and one other parent representative from each school significantly affected by the closure
 - one trustee representative to be appointed by the Board
 - one non-parent ratepayer to be appointed by the Board
 - one student representative from each secondary school significantly affected by the closure (to be appointed by the Student Council)

9. The School Closure Review Committee shall consider specifically the following factors in preparing its School Closure Review Committee report:
 - a) course selection and program implications for each of the schools involved
 - b) school attendance areas
 - c) school attendance and enrolment projections
 - d) the need for and extent of transportation
 - e) the effect on the social environment of the community
 - f) the financial impact, including the effect on operational costs and capital implications
 - g) the capital needs of other schools that may have increased enrolment as a result of closure or modified organization
 - h) the effects on staffing
 - i) opportunities for alternative use of the facilities
 - j) any additional information considered pertinent by the School Closure Review Committee.
10. The School Closure Review Committee will have the responsibility and the authority to review all appropriate data. The School Closure Review Committee
 - a) shall receive briefs and/or delegations of concerned citizens regarding the school(s) identified by the Board as candidates for potential closure, and
 - b) shall present its final report to the Business Committee, indicating whether the school(s) identified for potential closure should be closed in accordance with Board policy and specifying the reasons for such recommendation.
11. The Business Committee shall consider the School Closure Review Committee report and recommendations of the School Closure Review Committee and recommend that the Board take one of the following actions with respect to each school identified for potential closure:
 - a) that the school be scheduled for closure, or
 - b) that the school be studied further for possible closure, or
 - c) that the school be removed from consideration for closure at the present time.
12. The Chair of the Business Committee shall present, in its entirety, the final report of the School Closure Review Committee to the Board at the next regular meeting. At this time, the Chair, as directed by the Business Committee, shall give notice of motion of the action approved at committee level. The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.
13. If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to:
 - a) inform in writing those parties previously notified.
 - b) advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.
14. If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.

Reference: MET Memo re Grants for New Pupil Places (1998 09 29)
Revised Technical Paper re Pupil Accommodation Grants
MET Memo re 1998/99 Student Focused Funding Regulation (1998 06 16)

5-11
February 9, 1999

Mr. Ken Bain, Superintendent of Education, County West
The Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario.
L8P 1H6

Dear Mr. Bain:

RE: SCHOOL ZONES

After consultation with our community with regard to the issue of school zones as proposed in the Accommodation Review, dated October 22, 1998, we offer the following comments:

First and foremost, we reject the concept of school zones entirely. We find the concept of zones to be destructive and divisive to our community. The zones, as proposed, sever some ties that are historic and very important to our community. Specifically, the designated high school for Lynden children would be Ancaster High. Traditionally, Lynden children have progressed from Lynden Public School to Dr. John Seaton Public School and then on to Highland Secondary School in Dundas. Indeed, many residents of Lynden grew up in the Dundas area, they do their shopping in Dundas and many of them attended either Highland Secondary School or Parkside Secondary School. Many Lynden residents consider Lynden to be an extension of the Dundas community and they wish to maintain ties to Dundas through the education system.

We are informed by our Trustee, Mr. Reg Woodworth, that zone boundaries are not "carved in stone" and are a temporary arrangement. He tells us that our location in Zone 9 would not mean a change in secondary school for our children. However, page 14 of the Accommodation Review document dated October 22, 1998 states that:

"Children resident within a particular zone should be able to attain their entire elementary and secondary education within that zone. The intent is to work towards the provision of full education service within each zone."

If the above statement is true, then our children would indeed be required to attend Ancaster High even though Highland Secondary School is closer, geographically, and is the secondary school of choice for the majority of our residents. The idea that children

would be educated to the end of high school in the zone in which they live means that Dundas high schools would no longer be an option for us.

In the event that the imposition of school zones does, in fact, take place, we suggest that they be redrawn as shown in red on Schedule "A" attached hereto. Please note that the residents of Lynden wish to maintain their ties to both Dr. John Seaton Public School in Sheffield and Highland Secondary School in Dundas. We therefore suggest that Lynden Public School, Dr. John Seaton Public School and Sheffield Public School become situated in Zone 1, where the designated secondary school for their graduates is Highland Secondary School in Dundas.

Respectfully,



Tracy G. Ireland, Chair
Lynden Public School Council

cc. Mr. Mark Matier,
Director of Education and
Secretary of the Board

Zone: 2

The Hamilton-Wentworth District School Board

**Zone Committee
Education Service Zones Report**

Suggested changes to the zone boundary as defined in the October 22, 1998 Accommodation Review

Accept the general boundary for Zone 2 but recognize that issues related to program delivery, elementary and secondary school catchment areas may have impacts that will cause some modification to the boundary at a future date.

THE CONTENTIOUS ISSUE WAS SECONDARY SCHOOL ZONE/CATCHMENT AREAS.

Rationale for Changes:

Information Request:

1. Requested research on ideal school size related to student achievement.
2. Capital cost required; capital expenditures over last 10 years.

Other comments:

1. Zones as a management tool are a good idea.
2. Need to clarify French Immersion Boundary and program sites -- similar issue with JK.
3. Part of this process should be a visionary exercise.
4. We should have an education system that offers the best education possible region-wide.
5. Primary consideration should be looking at neighbourhoods and communities and looking at educational needs of the group.

The Hamilton-Wentworth District School Board

Zone Committee
Education Service Zones Report

Suggested changes to the zone boundry as defined in the October 22, 1998 Accommodation Review:

The Zone 3 boundary could exist as currently described; however, there needs to be attention paid to the Prince of Wales /Gibson boundary.

Note: It was pointed out that the east boundary change from SHERMAN AVENUE TO GAGE AVENUE would be less disruptive to school catchment area considerations.

Zone Rationale Considerations:

- Natural divides are used to define zones.
- The escarpment serves as a natural boundary.
- Zones ignore current municipal and individual school boundaries.
- Zones do not reflect secondary school catchment areas.
- Secondary School Catchment areas be identified for each zone and clearly delineated.
- Children resident within a particular zone should be able to attain their entire elementary and secondary education within the zone.
- Zones will be used to study accommodation issues and manage resources.

Other Comments:

1. The splitting of current school catchment areas means students currently live in one zone and go to school in another zone.
2. There are a number of discrepancies from zone to zone, i.e. number of schools, student population, ratio of schools proposed for school closure study vs. proposed to remain open, economic variations between and within zones.
3. Not applying ward boundaries to school zones leads to many potential political issues.
4. Educational services available within the zone may determine the ability of schools to deliver programs.
5. October 22, 1998 report used existing population figures; have these changed to a great extent?
6. Schools suggested for closure are more concerned about catchment areas than zone boundary.

THE HAMILTON-WENTWORTH DISTRICT BOARD OF EDUCATION

M E M O R A N D U M

To: M. Matier, Director of Education

From: Wayne Joudrie, Superintendent of Education

Date: February 12, 1999

Subject: Zone 4 Summary - Feb 09 99 Mtg.

SUMMARY COMMENTS FOR ZONE 4:

Schools that were inside the Zone Lines and therefore not directly impacted by the boundary line responded with qualified support for the Zone Concept. They expressed concerns around how stringent the boundaries would be. They preferred some flexibility across Zones. They also indicated confusion as to why we wouldn't use an approach that is already in place (Ex. political boundaries, current catchment areas or cluster boundaries).

Schools that were on the Zone Lines responded negatively to the Zone proposal. They indicated a need for more information around how the Zones would be implemented. They were concerned that their new catchment areas could create a substantial reduction in students or conversely an increase in pupil load beyond the school's resources.

Issues that both groups held as important were:

1. Addressing student transportation/safety within the Zone.
2. Schools on the original "A" list for proposed closure were more interested in where they might end up attending. Zones were not as critical to them.
3. If Zones were adopted, every effort must be made to align services so that almost all children will be able to follow a "pathway" within the Zone.
4. Secondary Zones are very important to this group in that their students will be in secondary in the near future.

SCHOOL COMMENTS:

A. M. Cunningham- Qualified support for Zones. Concern regarding French Immersion impact.

A. Hoodless- Concern expressed over the location of Zone Line. Confusion in that there is no match to political, cluster or catchment boundaries. Why Sherman? Need more information.

Fairfield- Qualified support for Zones. Big question is the impact of school closure.

Hillcrest- No support for Zones. Don't understand why Zones are necessary. Is this an approach to close schools. The Zone boundary would force a reduction in students at Hillcrest.

Hillsdale- No support for Zone. Proposed line would reduce students at Hillsdale by 90. Extend the line

to Centennial Parkway.

King George- Qualified support for Zones. If King George to be closed... would prefer going East. Major concern was closure not Zones.

Lloyd George- Qualified support for Zones. More concerned about closure. Very concerned about child safety due to location.

Memorial- Qualified support for Zones. Would like to see the "pathways" concept developed within the Zone.

Parkdale- Need more information to decide regarding Zones. Not on the edge but prefer clarity with political boundaries.

Prince of Wales- Concerns regarding catchment areas spanning two zones. Consideration for long term and short term enrolment needed. Do not support Zones.

Queen Mary- No Comment. Very supportive of other schools' concerns.

Rosedale- No effect on Rosedale but why not go to current catchment areas? Need more information to decide.

Viscount Montgomery- Qualified support for Zones.

Ballard- Confused regarding the future projections for student enrolment. Need more information to make a good decision. Do not want grade 7/8's in secondary schools. Why not use Gage as the west boundary? Ballard has 700 kids now... What will the impact of school closures have on this school?

Woodward Ave.- No support for Zones even though they aren't directly affected. Other options for drawing the lines should be considered (Ex. political, cluster or current catchment).

B

The Hamilton-Wentworth District School Board

Zone 5 Committee

Education Service Zones

Summary Report

Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:

- ◆ Although the Zone 5 boundary was cautiously accepted by most schools, there was support for "grey" areas where catchments overlap so that parents can choose a school in either zone. This actually defeats the purpose of the zone boundary which at the elementary level is the outer boundary of all the school catchment areas.

Rationale for Changes:

- ◆ Parents' greatest concerns were for school catchment areas, not artificial "zone" boundaries. Although there was a realization that school catchment areas likely had to be rationalized, there was also a concern that students' education not be unduly disrupted by school changes. Therefore, the concept of a "grey" area was supported.

Other Comments:

GENERAL COMMENTS

- ◆ try to schedule elementary and secondary zone meetings together for parent convenience
- ◆ general opposition to elementary students in secondary schools
- ◆ concern re: political confusion - zones do not match up with trustee areas or municipalities
- ◆ trustees will only make decisions on zones and school consolidation based upon educationally sound reasons
- ◆ until parents are aware of the sorts of issues that will be zone driven, there cannot be total support of the zone concept - this is a cautionary comment that although there doesn't seem to be many problems with the zone boundary and concept as explained for Zone 5, there isn't enough information about what will spin out of zone approval to make the acceptance of the schools more than tentative
- ◆ concern re: models for school organization - we have JK - 5, K - 6, middle schools and K - 8 schools - what is best? what does the community want?

SCHOOL COMMENTS

- ◆ COLLEGIATE AVENUE
 - ◆ Zone 5 boundaries seem appropriate with the information that has been provided so far
 - ◆ concerns expressed regarding bussing to Orchard Park - will it continue from the Collegiate

area?

- ◆ concern regarding inclement weather and the need for block closures of schools
- ◆ will there be specialization of program in zones (more pertinent to secondary zones)?
- ◆ EASTDALE
 - ◆ no negative feedback with regard to the Zone boundary for elementary - more concern with the catchment areas
 - ◆ concern re: short time line for response and the meeting schedule
 - ◆ will students still be able to apply for any secondary school in the system?
 - ◆ what will be the future policy re: out-of-catchment requests if zone boundaries are fixed?
- ◆ ELIZABETH BAGSHAW
 - ◆ no difficulty with the Zone 5 boundaries
 - ◆ similar interest in the out-of-catchment question
 - ◆ need for a rationalization of boundaries accepted
- ◆ GLEN BRAE
 - ◆ Zone boundary acceptable but that doesn't have much impact on the French Immersion part of this school - what is the catchment area for Glen Brae as an FI school? - the catchment areas of FI schools need to be changed to match the new board reality
 - ◆ the overlap of catchment areas with Zone 4 schools such as Hillsdale and Hillcrest will be a problem - there is no clean line possible and there should be a "buffer" or "grey" zone created so that parents have choice in this area
 - ◆ concern re: the number of students bussed from the Barton/Gray's Road area to Glen Brae - the catchment areas in this zone need to be rationalized
- ◆ GLEN ECHO
 - ◆ Zone 5 generally acceptable as explained but similar support for a "grey" area for Glen Brae, Glen Echo and Viscount Montgomery - this may need some modification if or when the Red Hill Expressway is actually constructed
- ◆ GREEN ACRES/ R.L. HYSLOP
 - ◆ the zone concept makes sense in provision of an educational continuum with most programs being offered within a zone
 - ◆ the difficulty will come with sorting out the present catchment areas - for Green Acres and R.L. Hyslop this will mean consideration of the DeWitt/Fruitland corridor
 - ◆ also Green Acres and R.L. Hyslop want the Board to consider de-twinning
 - ◆ questions raised about vocational education
- ◆ LAKE AVENUE
 - ◆ will Grades 7 and 8 remain in the elementary panel or will there be a trend to placing Grade 7 and 8 students in secondary schools? Opposition to this concept
 - ◆ Zone 5 itself is not an issue - it is the catchment areas of the schools in the zone that are the issue
 - ◆ Lake Avenue has too many students but the difficulty will come in deciding which sections of a very small catchment area will be directed to other schools
- ◆ MEMORIAL (Stoney Creek)
 - ◆ the Zone 5 boundary is acceptable as far as this school is concerned
 - ◆ the issue will be catchment areas - specific interest in the DeWitt/Fruitland corridor
- ◆ MOUNTAIN VIEW
 - ◆ no real problem with the zone - catchments are the issue
 - ◆ concern expressed re: developing pathways for children's education

- ♦ RED HILL
 - ♦ zone is acceptable
 - ♦ concern re: political boundaries and complications in dealing with problems (i.e. which trustee?)

- ♦ SIR ISAAC BROCK
 - ♦ no negative feedback re: the zone
 - ♦ the issue will be catchment areas and bussing distances, particularly if students are bussed past several schools

- ♦ SIR WILFRID LAURIER
 - ♦ zone boundary is acceptable as explained
 - ♦ concern re: school consolidation - Laurier is a JK to Grade 5 school with approximately 600 students already - there is an optimal size for a school and Laurier does not want to get too large if catchment areas are changed and schools closed

- ♦ WINONA
 - ♦ zone is acceptable - the issue is catchment area, specifically the DeWitt/Fruitland area

The Hamilton-Wentworth District School Board

Zone 6 Committee

Education Service Zones

Summary Report

Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:

- ♦ there was no consensus
- ♦ Zone 6 boundary was cautiously accepted by most upper Stoney Creek schools **if there had to be zones at all**
- ♦ there was little discussion of the zone concept
- ♦ most schools expressed interest only in their specific school catchment areas
- ♦ a few parents felt zone boundary lines could be drawn east/west (e.g. Highway 53) rather than north/south
- ♦ the importance of keeping communities together was expressed strongly by Glanbrook schools - the idea that Glanbrook should be a zone by itself was mentioned

Rationale for Changes:

- ♦ it was more important for these parents to know the entire educational pathway of their children both elementary and secondary than to discuss elementary zones in isolation (being able to attend Saltfleet was the pressing issue)
- ♦ parents' greatest concerns were for school catchment areas, not artificial "zone" boundaries - the issue in this zone is overcrowding and the need for a new school - there was a realization that school catchment areas likely had to be rationalized, but an overwhelming desire for students' education not to be unduly disrupted
- ♦ some schools felt that zones didn't really matter because Zone 6 was "full" and zones would only affect school closure decisions
- ♦ Glanbrook has been split into three parts by the zone concept and community pressure is strong to keep their children together in a rural environment

Other Comments:

GENERAL COMMENTS

- ♦ try to schedule elementary and secondary zone meetings together for parent convenience - this was particularly important for Zone 6 because many of the issues for elementary parents related to secondary attendance patterns
- ♦ community identity issues were raised on behalf of Glanbrook schools - Parkwood and Bellmoore in Zone 6, Bell-stone in Zone 7 and Mount Hope in Zone 8 - this was not acceptable to parents
- ♦ concern re: political confusion - zones do not match up with trustee areas or

- ♦ municipalities
- ♦ parents were suspicious and expressed lack of trust in the consultation process
- ♦ concern with the out-of-catchment process - if schools in this zone are full, why are we letting students from other zones attend?

SCHOOL COMMENTS

- ♦ BELLMOORE
 - ♦ had not had school council meeting to discuss the concept and the impact on Bellmoore
- ♦ BILLY GREEN
 - ♦ concern was with secondary attendance issues
 - ♦ felt that elementary issues had to be discussed with secondary issues - should not be separated
 - ♦ concern re: short time line for response and the meeting schedule - had not met with their full school council for consultation
- ♦ JANET LEE
 - ♦ general but not unanimous support for zone 6 boundary
 - ♦ major concern with catchment area given the school is at capacity with seven portables and development is continuing in the catchment area - need for a rationalization of boundaries accepted but concern that students in the school currently may be asked to move in order to allow newer developments closer to the school to access the school without transportation
- ♦ MOUNT ALBION
 - ♦ had not consulted with school community yet
- ♦ PARKWOOD
 - ♦ concern that Bell-stone is not in the same zone
 - ♦ Glanbrook community needs to educate its kids together - the zones make this impossible
 - ♦ concern that the zone will somehow result in Parkwood being closed
- ♦ TAPLEYTOWN
 - ♦ zones don't really have an effect since no school in the zone will be closing (zone over capacity according to figures provided)

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JANET LEE SCHOOL ADVISORY COUNCIL

February 11th, 1999

Krys Croxall
Superintendent of Schools
Hamilton Wentworth District School Board.

Dear Ms. Croxall,

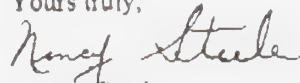
While it was our intent to have a specific answer ready for you at the zoning meeting on Monday, February 8th, 1999, we realized that we couldn't truthfully speak on behalf of our council until each member had been polled. I endeavoured to do this and have our response to you prior to your Zoning meeting with the Trustees this Friday, February 12th, 1999.

Our results are as follows:
Agree with Zone 6 Boundaries - 10
Disagree with Zone 6 Boundaries - 3

One opponent felt that Zone 6 should end at Hwy. 53, with Binbrook and Glanbrook having their own zone thus possibly preventing new housing development families in the Highland Rd. and Gatestone Rd. area from being bused to Parkwood, if they remain under capacity. Another comment was concerning safety on the highways if these new families are bused somewhere in the Glanbrook area, and the last opponent had what I thought was an excellent idea. Discuss with the Municipality regarding putting a cap immediately on any new housing development in the proposed Zone 6 area until School facilities exist or require Builders to pay for Schools through lot levies or some other means. After all, it's because of all the new development that has been allowed to take place in our area that we have now run into the major problem of not enough school space in both the Elementary and Secondary levels. Who lacked foresight here?

In closing, we would like to thank you for allowing us the opportunity to express our opinions on this topic and look forward to hearing the results and attending future meetings.

Yours truly,



Nancy Steele

Chair - Janet Lee School Advisory Council

cc; V. Stephens-Brockbank, Principal
J. Dewar, Trustee

5-23
THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD
100 Main Street West, Hamilton, Ontario, L8N 3L1

ZONE 7 MEETING SUMMARY
TUESDAY FEBRUARY 9, 1999 – 7:00 pm.

Barton Secondary School Auditorium

Suggested Changes and Concerns Raised :

- Bellstone School Community opposes the Zone 7 Boundary and provided for the Director, several letters about their concerns

Bellstone suggests changing the Zone 7 boundary to keep Bellstone aligned with Mount Hope and its natural community links. In effect the boundary for Bellstone would become part of Zone 8.

Some members of the Bellstone Community suggested that Glanbrook be a zone.

- Some other school communities have questioned the west boundary for Zone 7. Eastmount believes the historical community value placed on Concession St. needs to be considered. As well, setting the boundary at Wentworth severs the flow created by Concession St. The suggestion is to shift the west boundary to Upper Wellington or Upper James. Franklin Road also questions the west boundary.

- Other general concerns expressed related to bussing. Everyone is concerned about the length of time students are on busses. The Bellstone Community feels that aligning with schools in the northern part of the zone only adds to the distance students might be bussed. Several smaller neighbourhoods in the south mountain have their children bussed to schools that are quite a distance from where they live.

Many people expressed concern about the lack of specific information about the zone or for their school and the relatively short period of time - two weeks to consider the topic of the zone boundary. Many felt unclear about the impact of possible catchment changes as a result of a zone concept and therefore are not sure of the long term impact on their school. Opinion was put forward to the effect that if any community had a clear concept of the impact, such as Bellstone, there would be much more concern expressed. There was a general feeling of frustration about the matter.

- There were also expressions of support about the concept of a zone within which to consider the matter of school accommodation. Many do not feel entirely clear about the purpose beyond a way to examine the data. If a zone would restrict school possibilities than it is not viewed positively. These feelings appeared to be the case when an impromptu hand raise vote was initiated. Some expression was put forward about the need to provide schools for residents who live on the south mountain so that bussing can be eliminated. There is recognition by some about the need to study accommodation in order to start to address these larger problems.

- There is support for planning out any changes so that they are the least disruptive, recognize communities, and are possibly phased in over a period of time rather than abruptly.

Rationale:

Bellstone provided housing information from the Glanbrook Planning Department that shows upward of 1000 new homes. Consequently any plan that would result in possible consideration for closure because the zone might change the enrolment source does not make sense. The feeling is Bellstone is needed. Considerable dollars have been spent to upgrade the school.

All members of the meeting expressed a concern to not break up "communities". The High School that students would attend is a part of the community concept. Any further study needs to show the whole picture JK/K to Graduation.

Solutions must reduce bussing or length of time on the bus.

Residents along the Rymal corridor expressed concern about the lack of available schools closer to where they live.

Cindy Smith
RR#2
Mount Hope, On
L0R 1W0

Mr. Matier
Director and Secretary
Hamilton/Wentworth District School Board
100 Main St. West P.O. Box 2558
Hamilton, On
L8N 3L1

February 9, 1999

Dear Mr. Matier;

I'd like to introduce myself to you. My name is Cindy Smith. My children attend Bell-Stone School and I'm currently the Chair for Bell-Stone School Council.

On January 25, 1999 School Council held a meeting at Bell-Stone School, we discussed the new proposal for zone 7. The boundaries for zone 7 were not acceptable to the parents. They felt that even though north and south the boundaries may make sense, they felt that there was not thought in what it means to our community.

Historically Bell-Stone students at the grade seven level have always gone to Mount Hope School and then on to the same High School. If the new zone were to be implemented the children would no longer be going to school in their own community. Therefore; a sense of belonging would be severed. This was very upsetting to the parents in this community. The distance to go to Mt. Hope School is much closer for our children therefore; it is much safer for them to ride the bus to Mount Hope rather than go all the way into the city. Some parents pointed out at this meeting that they had moved out to the country to get away from the city and specifically wanted their children to go to a rural school. It was also pointed out that our Municipality was not considered in zone 7 our parents felt this was a big draw back.

Were you aware of the new growth that is happening in Glanbrook? I was able to speak with Morgan Pirie. He is Glanbrook's Township Planner. He was able to enlighten me on what is currently happening growth wise in Mount Hope and in Binbrook. There are three new places of development that are approved and two that have already started construction. The two that have started construction are in Mount Hope one being right behind Mount Hope School and the other at twenty road and no. six highway. In Binbrook there is currently 800 acres of land approved for development starting ground breaking in the year 2000. The projected population growth for Glanbrook in the next two years is approximately 2,155. This is a minimum estimation. In the next 10 years the growth in Glanbrook is estimated at 15,000 people. This is quite an increase. This growth should seriously be taken under consideration with regards to Bell-Stone School

5-236

since Bellmore School is already at capacity. Mount Hope School also has three portables in use as well.

The parents came up with some proposal changes which they felt they could live with and that it would not upset the community in the city where zone 7 is placed. It would be very appreciated if you accept these changes. The parents at Bell-Stone School would like to see the boundary lines go as follows **West of Trinity Church Rd. from the power lines between Glanbrook and Hamilton over to Upper Wentworth St.** All students who presently fall into this catchment area going to either Mount Hope School or Bell-Stone School would continue to attend these schools as well as continue to go to the same High School as Mount Hope School students. Keeping the Mount Hope & Bell-Stone students together from grade seven right up to O.A.C.'s is most vitally important to this community.

On February 3, 1999 I attended and spoke at Mount Hope School and presented the proposal changes that the parents came up with at Bell-Stone School. The parents at Mount Hope were not opposed to having Bell-Stone continue to feed into their school at the seven - eight level. They felt that the boundary or zone should be all of Glanbrook. Making Glanbrook one zone makes a great deal of sense Municipally, and community wise.

Unfortunately because of little time I was not able to relate this proposal change to Bell-Stone Parents. I do know that it was discussed at our meeting at Bell-Stone that it would be nice if we could make all of Glanbrook one zone, but it was felt that we wanted to be reasonable and show to you that we are willing to work with you.

Will there be a grandfathering into to the new zones? Parents at Mount Hope school were wondering.

When the new zones are finalized they would like to know what will happen to the children who go from Mount Hope School into Ancaster High School. Will they have to change high schools part way through? Will children be going to a different High School than their siblings? As a parent who has a daughter in grade eight now and a son in grade five and an other daughter in grade one and two more to start Kindergarten and Junior Kindergarten, I too would like clarification on this matter.

I realize that the first meeting on rezoning was a proposal. My understanding is that nothing is written in stone and can be altered or changed if the changes are reasonable. I feel that at least what Bell-Stone parents are asking is reasonable and hope that you also can make the appropriate changes to the zones to best fit all communities involved.

I would like to thank you for taking the time to read this letter and I am looking forward to the outcome of your decisions.

Sincerely,

Cindy Smith
Cindy Smith

Chairperson for Bell-Stone School Council

5-23c

February 8, 1999

Mr. Merv Matier
Director of Education
Hamilton-Wentworth District School Board
100 Main St. West
Hamilton, Ontario
L8N 3L1

Dear Mr. Matier,

As Chair of the Huntington Park Elementary School Council, I had the opportunity to attend the January 18, 1999 School Zones (Boundaries) information session. Since that time, Don Morrow and myself have been able to present and discuss this information with our School Council. The intent of this letter is to provide feedback from the Huntington Park School Council regarding the proposed boundaries and zones. Even though Huntington Park School will be represented at the next Boundary Committee meeting on February 9, 1999, we wanted to submit our feedback in writing to ensure that it was received.

The Huntington Park School Council supports the philosophy of establishing school zones, and further supports the current proposed boundaries and zones for the following reasons:

1. One of the concerns being expressed by parents in the proposed zone seven is that children would be transported to schools below the mountain due to the availability of spaces. Based on the proposed zone seven boundaries, this would not be the case.
2. Serious decisions regarding accommodation need to be made, and the next steps in this process cannot occur until zones are established and implemented. A significant number of students are transported from the Highway 53, Stonechurch Road area to schools closer to the mountain brow. New schools cannot be built in the southern part of the ward until accommodation decisions are made, and these decisions cannot be made until zones are established.
3. With the creation of zones and boundaries along natural and geographical borders, secondary school students will be better able to access public transit and reach the secondary schools more efficiently, as bus routes are determined using the same principles.
4. By creating zones, and allowing discussion and decision making within the zones, schools in one part of the city will not be in direct conflict with schools in other parts of the city when difficult decisions need to be made.

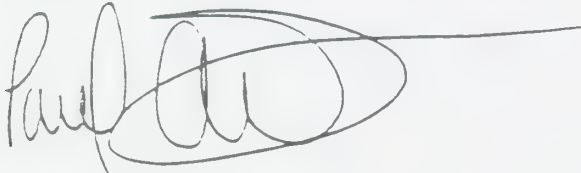
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Any opportunity to remove the "me" against "you" attitude during difficult decision making is positive.

Once the boundaries and zones have been implemented, the Huntington Park School Council is hopeful, that as much as possible, decision making processes will occur within the individual zones, with input from all stakeholders, including Board of Education Staff, Principals, Teachers, Trustees and School Councils.

On behalf of the Huntington Park School Council, I hope that this feedback is helpful in the decision making process, and look forward to proceeding with the next steps that are required, as we move forward in the planning of our children's education.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul Armstrong", with a long horizontal line extending to the right.

Paul Armstrong
Chair, Huntington Park School Council

cc. Huntington Park School Council Members
Lillian Orban - Ward 7 Trustee
Laura Peddle - Ward 6 Trustee



The Hamilton-Wentworth District School Board

Zone Committee Education Service Zones Summary Report

Suggested changes to the zone boundary as defined in the October 22, 1998

Accommodation Review:

- Follow municipal boundaries
- Start with present school catchment areas and expand these to "zones" that would coincide with municipal boundaries
- Recognize local "communities" within zones
- Concern that the proposed zone boundary splits the Ancaster and Mount Hope communities. Recommendation NOT to split communities. (Best solution would be to follow the municipal boundaries of Glanbrook and Ancaster.)
- All students from a community should be able to attend the same high school, i.e. Mount Hope children should not be sent to City high schools.
- Proposed zones are based on some unnatural boundaries, i.e. Hwy. #403/Upper Wentworth.
- Consideration should be given to allow students to attend secondary schools in their local area.
- Recognition of the social concept of community.

Rationale for Changes:

- Zone boundaries as drawn were arbitrary and do not reflect communities and municipalities.
- Future growth of communities should be considered.

Other Comments:

- Hamilton schools have "communities" within the city which are just as important and individually unique as those communities adjacent to the city.
- Consideration should be given to a "grandfather/sibling" rule.
- Several people stated they had purchased homes with the understanding that their children would be entitled to attend the existing local school.
- Boundary lines were arbitrary, i.e. what makes Upper Wentworth a "natural" boundary?
- 90% of the students currently attending Grange would be prevented from attending that school if the proposed boundary (Highway #403) is established.
- We should build "zones" based on existing school catchment areas...that no current school catchment area should be divided.
- Concern about the increased number of portables which may be required
- Is the intent of zones to move County students into City schools in an attempt to fill City schools?
- Question and discussion with regard to the relationship between zones and transportation policy and transportation costs, i.e. would transportation costs increase if zones were implemented?
- Students do not mind lengthy bus rides as long as they are with their friends
- Age should be a factor in school re-alignments.
- It makes no sense to bus students from Bell-Stone area to central mountain schools.
- Busing distances and the ability to participate in extra-curricular activities must be considered.
- Question of trustee representation in zone designations
- Separate School District transports students across municipal boundaries.
- City offered JK/French Immersion; whereas, County had no such programs. Dividing the Region into zones was a good way of organizing the provision of education, trustee representation, etc. However, the question is: What are the best boundary/zone designations within the jurisdiction?

Grange School Zone Feedback Meeting, January 27, 1999

Recommendations from Grange:

We, the parents of Grange School would like to express our extreme concern over the proposed school zones that arose from the October 22, 1998 school closure report. In this report, Highway 403 is put forth as a boundary line between Zone 8 and Zone 9 schools. The choice of this arbitrary boundary divides our children's community and town in half. Over 540 Ancaster children will be excluded from being educated in their hometown.

Lack of Information and Timeline Concerns:

Nearly all 70 parents who attended the meeting were upset by the lack of information available to them to make an informed decision in the short period of time given.

Unanimous Support for a Revised Zone 9 Boundary

There was unanimous support from the 70 Grange parents who attended the meeting to modify the Zone 9 boundaries to the Ancaster City Limits. The municipal boundary is also being proposed by Ancaster High School Council Chair, Deb Pamukoff.

Modify the Zone 9 Boundary

The October 22, 1998 Accommodation Review Report identified several important elements to consider when determining school accommodation.

1. Sense of Community: Using the Ancaster City Limits as the boundary keeps the community of Ancaster intact. Parents have chosen to live in the Town of Ancaster. Their children have community ties through their school, sports, church, scouts, and other community activities such as Heritage Day and the Ancaster Fair. Ancaster is where their friends and families live.

2. Positive Learning Environment/Sense of Community: The psychological impact of uprooting children from their community has not been considered. The nurturing of social ties, and the sense of owning, and being part of a community is an extremely important part of a child's growth and development. Children that lose ownership of their community are more prone to delinquency and underachievement. Without community, there is a rise in social problems.

Uprooting 540 Ancaster children and scattering them to a number of different schools, breaks the social continuity and continuity of programming for our children, severing ties with peers and teachers. Other schools that have been closed have moved as one whole school or at least grades of children move together to the same location.

As well, the proposed eviction from their local Ancaster school will sever parental involvement in school activities. Schools will become institutions rather than the "family of families" that Grange School is now.

3. Efficient and Effective Use of Resources/Cost: Schools in Ancaster have a history of working efficiently by reducing costs. eg. current double busing arrangement where high school students are picked up early followed by elementary students.

In addition, removing more than 540 children as well as future students from Ancaster will impact on high school programming and funding in the future.

4. Safety: The proposed zones will increase elementary bus usage. Longer bus rides on busy highways and roads jeopardize our childrens' safety and extracurricular development. Ancaster children in the proposed Zone 8 will have to travel past Ancaster schools to get to their West Hamilton Mountain destinations. Flamborough children in the proposed Zone 9 will be bused into Ancaster from as far north as Safari Road area.

5. Equity of Accommodation: Ancaster families elect School Trustees to represent their interests within the area of Ancaster. If our children are moved to a school in the West Hamilton Mountain area, we will have no political voice in that area resulting in "Taxation without Representation".

In addition, nearly 90% of the students at Grange live in the part of Ancaster now proposed as Zone 8. Those children are not being offered another school within their Ancaster community. Most parents present at the meeting would accept their children attending another school within the Ancaster community.

Modify the Northern Zone 9 Boundary:

Parents from Grange also agreed with the Ancaster High School Proposal to modify the Northern Zone 9 boundary to the Flamborough/Ancaster town line. Flamborough children should not be included in Zone 9 but rather in Zone 2 for the following reasons:

1. Sense of Community: Flamborough children have been attending Dundas schools for quite some time and they associate themselves with the Dundas Community more than the Ancaster Community.

2. Safety, Cost : The long bus rides from the northern limits of the proposed Zone 9 have safety and cost implications.

Pro-Active Alternative Solutions

It was felt that the October 1998 Accommodation Review report, from which the zone concept arose, did not look at other solutions to the capacity problems. We propose the following solutions:

1. Change Hamilton K-5 Schools to K-6 Schools

This change would help to reduce busing costs by adding an additional year of walkers. Furthermore, it will take advantage of Hamilton's well-distributed neighborhood school system and help to fill extra elementary spaces in underutilized schools (efficient use of resources). Growing new subdivisions on Hamilton's West Mountain will also help to fill extra elementary spaces (eg. Holbrook area).

Staying in a neighborhood school longer reinforces a child's sense of belonging and community.

With higher school enrollment, there is more funding to provide better programming. In addition, an additional year at elementary school fosters continuity in the school program and continued social ties with peers and teachers (positive learning environment).

2. Accommodation of Children in Ancaster

a) Since the special needs student currently attending Glenwood School are moving out in 1999, many parents felt that Glenwood School could immediately be used for extra elementary space.

b) Changing Ancaster Schools from K-6 to K-8 was also another option. Parents at the meeting were reluctant but willing to accept this alternative, if it meant their children could remain in Ancaster schools.

c) Construction of a new K-8 Meadowlands School was seen as imperative in the near future. If Flamborough and Halton Region consolidate as predicted, additional funds for a new public school in the Meadowlands will be available.

d) Many parents are considering withdrawing their children from the Public School System and placing them in the Separate School System, especially since a new Catholic school is being built in the Meadowlands subdivision of Ancaster.

Summary

The historic community of Ancaster, and the ties that our families have to our town should be recognized in any educational zoning. The bond with a community is an important reason people choose to live where they live. The sense of community is an essential component of a child's development.

We need to do what is best for our children.

5-28

Zone 3 map
Feb 8/99

Good evening _____. My name is Betty Mortensen and this is Sharon Humphreys, we are the Co-chairs for the Mount Hope Parent Council.

On Wednesday, February 03 the Mount Hope Parent Advisory Council held a meeting to discuss with the school's community the Hamilton Wentworth District School Board's proposal for Zone 8.

We had the school's principal Mr. Lister, our Trustee, Mr Wallace Glanbrook's Deputy Mayor, Mr. Mitchell, several elected constituents, as well as Bell-Stone's Parent Council Chair, Cindy Smith in attendance.

Through an informative discussion and written submissions we are able to present to you our Mount Hope School's community opinions in regard to your proposal.

Most importantly, the parents feel that the separation of our twin school, Bell-Stone would significantly and irreversibly destroy our community as it stands now. Here are some of the comments received:

Community Comments	<i>"We want our children kept in our community, not in the city. That's why we choose to live here".</i>
	<i>"-my two children live on Twenty Rd. and I want them to continue to attend Mount Hope School until Grade 8. I do not want them to attend a city school."</i>
	<i>"Please don't split up our community. Bell-Stone and Mount Hope. We do not want our children being bused out of our community into the city."</i>
	<i>"Let our children attend the schools in our community!!"</i>
	<i>"We moved to the country and want our children to stay at school in this community."</i>
	<i>"We need our kids to grow up together and go to school together to create a strong community."</i>
	<i>and from a Ministry of Education and Training Information package - "Kids should stay in their community"</i>

Some individuals feel so alone with these zone changes and are worried that their children could possibly be the only children facing traumatic change:

Parents are wondering why the Hamilton Wentworth District School Board would want to split a community which has planned future growth. Our Township's officials are in the process of completing a Development Report which clearly identifies the future growth areas. Bell-Stone and Mount Hope school will most certainly be affected by and operating at their fullest capacity within an estimated two year period. Some parental questions and comments:

Growth Comments	<i>"Recognition of upcoming development - re-zoning and upheaval again 2001/2002."</i>
	<i>"growth planned for Glanbrook Binbrook should more than support the capacity of current schools"</i>
	<i>"Look at the growth in Glanbrook Township now, we cannot close any school in Glanbrook"</i>

Parents are unsure about the highschool zone changes. There are more questions than answers. One thing is for certain, the students presently attending Ancaster Highschool want to know where they will go if they happen to live on the 'wrong side' of the cut off line. These students have already become familiar with their school's setting, teachers, routines, and most importantly, their friends. Some of the feedback and questions we have received from their parents in regard to this aspect are:

High School Comments	<i>"Will children in Mt. Hope continue to attend Ancaster High school?"</i>
	<i>"Want to have Ancaster HS remain the high school for Glanbrook area."</i>
	<i>"I want my children to continue going to Mount Hope school and Ancaster High school (I live east of Wentworth on Twenty Road)"</i>
	<i>"If boundaries change will there be grandfather and sibling rule? Kids need to stay with their friends K - OAC."</i>
	<i>"I have two children presently attending Ancaster High and I want our youngest child to be assured he can attend Ancaster High as well with transportation. (Grandfather clause)"</i>

The parents have clearly stated that if these proposed changes must come into effect that the Hamilton Wentworth District School Board MUST recognize the needs of the students presently enrolled in both Zone 7 & 8 by implementing and maintaining a 'grandfather clause' and 'sibling rule' through their kindergarten to OAC years. Our school's community wants the Hamilton Wentworth District School Board to guarantee that transportation for these students will be provided for the entire grandfathering/sibling rule period. Almost every parent present voiced this demand.

The Mount Hope parents questioned why the Hamilton Wentworth District School Board would make changes that do NOT represent our own Municipal boundaries. These zoning proposals are only geographically bound. The disparity factor is immense. These zones present a tremendous overlap between Glanbrook and Ancaster, Glanbrook and Hamilton - where or how does our trustee fit into this puzzle? Parents want zones that are 'community bound' not geographically bound.

The zones should coincide with our Municipal boundaries focusing on the east and west rather than the north and south. Again, parent input:

East/ West Comments	<i>"Keep our community together (use sensible boundaries) Municipal boundaries."</i>
	<i>"We need a single zone for Glanbrook. Doesn't make sense to divide our community. Children should go to school and participate in sports, etc. 'all together' to keep a sense of community that we have always had here."</i>
	<i>"I am only in favour of having <u>one</u> zone for the entire geographical territory of Glanbrook."</i>
	<i>"Glanbrook needs its own zone. East/west not north/south (especially due to future expansion)"</i>
	<i>"perhaps the best solution for our community would be some sort of east/west boundary to encompass Glanbrook and Ancaster to keep them <u>rural</u> communities."</i>

We, the parents of the proposed Zone 8 ask that the Hamilton Wentworth District School Board begin to re-evaluate these plans, to listen to the voice of the people, to incorporate our just concerns to formulate a zoning plan which will enhance our neighbouring communities, respecting their autonomy while at the same time strengthening what we've so proudly built. Thank you.

**Zone Boundary Proposal
Response by Fessenden School Council**

We respectfully submit the following thoughts concerning the proposed zone boundaries and their implications for the Ancaster community.

Based on the limited amount of information we were given, and our own knowledge of our community the following issues were raised.

1. The proposed Hwy. 403 boundary drastically divides the community of Ancaster. A large number of families will be affected by this proposal, and they can be divided into 3 groups.
 - A. The rural families living south of Highway 53 in an area of no growth, with strong historical links to the development of Ancaster, and whose closest school facilities for all grades are in Ancaster.
 - B. The families living between highways 403 and 53 who live extremely close to all Ancaster schools, many of whom now walk to Ancaster Senior and the High School.
 - C. The families living in Scenic Woods and Meadowlands who live in Ancaster, have moved to these areas with the understanding their children would attend school in Ancaster, but who also happen to live very close to Hamilton.

This has serious impact on the social sense of community if so many Ancaster families are removed from the Ancaster core of schools.

2. By removing so many children from Fessenden, Grange and Ancaster Senior, we then have to question the viability of programming for the students remaining. Our figures suggest that Fessenden would lose 75-80 students, Grange 275-300 students, and Ancaster Senior would lose up to 200 students.

With fewer students Fessenden could be used to accommodate some Grades 7 and 8 programming but it would not be needed if Ancaster Senior numbers came down so significantly. What would happen to the students left at Grange? Even by reorganizing catchment within the proposed zone, there are not enough students to offer viable programming, as described in section 3 below, at any of these schools,

3. It was suggested that all schools should have their portables removed. However, in the case of Grange ministry capacity of 159 and C.H. Bray ministry capacity of 200 students their current programming would be severely crippled as programming is based on number of students attending each school. As stated on page 9 of the October 22, 1998 Accommodation Review, program viability is optimum at the 350-500 pupil range. Ancaster only has one school, Fessenden, that could comply. Does this put Ancaster residents at a disadvantage for program quality if our schools are run at ministry capacity levels?
Therefore, it is our recommendation that the Port-A-Packs remain at Grange and C.H. Bray to ensure program viability.

4. If families living in the previously defined groups A and B were to attend Glenwood (Maple Lane) School, as both are in the proposed Zone 8, then the impact on the Ancaster community would be significantly less. However, if Glenwood School were to remain in Zone 8 these families would still be concerned about where they would attend grades 7 to 12 if they are not part of the core of Ancaster schools. Ancaster Senior School and Ancaster High are still the closest schools for these families, but with the proposed boundary their attendance at Ancaster Senior is not possible, and Ancaster High availability is not clear based on the information we have at this time. Therefore it is our suggestions that the boundary extend down to Sawmill Rd. and Glanbrook Rd. (municipal boundaries) to allow these families to keep their association with Ancaster schools and thereby minimize the impact of impending change on our Ancaster community. It also then lessens the impact on Fessenden School as it becomes more viable to operate Fessenden as a K to 8 school.
5. The Accommodation Review Report Appendix D states that Flamborough students will remain in Flamborough. Therefore it seems reasonable to expect Ancaster students will remain in Ancaster. Community residents expect to attend school in their community. As well, there are numerous government and social reports citing benefits of increasing parental involvement in the schools. It is very hard to have enough parent volunteers at any given time, but it would be that much harder if students were attending schools that were perceived to be outside of their community.
6. Bus routes are twinned between the elementary schools and Ancaster Senior. If Glenwood (Maple Lane) were used to ease overcrowding this would still be possible. However, if these same students are transported away from Ancaster for grades not available at Glenwood, then bussing costs increase for these relatively few students in the far south west corner of the proposed Zone 8.

In conclusion, some of Fessenden's current catchment of students would not be adverse to attending Glenwood School, but they must remain associated with the rest of Ancaster schools for their entire education of grades K to 12.

Our concerns with using Highway 403 as a boundary raise issue with our social sense of community, historical ties with our rural families, increased distance to any schools for Fessenden families other than those they already attend (Glenwood excepted), possible decreased parental involvement, the extremely high number of students being relocated to other schools, the very low numbers expected to remain at some schools and the implications on quality of programming for those students, the necessity to keep the larger portable units at C.H. Bray and Grange to ensure better quality programming based on student numbers, and the potential increases in bussing costs. Therefore, by keeping our portable units and opening up Glenwood we can go a long way to accommodate the numbers of students that we have and keep our program quality at a more optimum level. We recommend that the proposed Zone Boundaries not be used. Instead we suggest defining school catchment areas with greater attention being made to municipal boundaries.

5-33

Copy of form letter
sent out to Fessenden
parents.

168 Huron Ave.
Ancaster, ON L9G 1V7
(905) 648-4115

63 letters sent to Mr. Bain

January 29, 1999

Mr. Ken Bain
Superintendent, County West
Hamilton-Wentworth District School Board
100 Main St. W.
Hamilton, ON L8P 1H6

Dear Mr. Bain:

As members of the Fessenden community, we wish to register our opposition to the Board's proposal to split the Ancaster community by making Highway 403 the boundary for Zone 9. We have several specific concerns which we would like to bring to your attention:

1. Highway 403 is no more a natural boundary than the Lincoln Expressway, yet the highway was chosen as the boundary for our area. Families living in the area south of the 403 have always been considered a part of the Ancaster community.
2. As stated in Appendix D of the Accommodation Review, "Zones were determined in order to keep students in their own areas, ie. Flamborough students will remain in Flamborough." Why was this principle ignored in the case of Ancaster? After all, families who choose to live in Ancaster expect their children to attend schools in their community.
3. Parents are rightly concerned that their children will face longer bus rides to schools farther away from home, contrary to Bill 160 which states that students have the right to attend the school closest to where they live (Article 35, Section C).
4. If there are to be any changes to the boundaries, those changes must respect the integrity of the Fessenden, and Ancaster, community.

We need more information regarding the rationale for this change. Has there been an impact study, and if so, what were the results? How will the changes be phased in? Why is there such a rush to impose these changes on our community? Is the proposal based solely on economic considerations without reference to the importance of a united community?

5-34 copy of covering letter
sent to Mr. Bain with
63 copies of form letter.

February 2, 1999

168 Huron Avenue
Ancaster, Ontario
L9G 1V7
(905) 648 4115

Mr. Ken Bain
Superintendent, County West
Hamilton-Wentworth District School Board
100 Main Street, West
Hamilton, Ontario
L8P 1H6

Dear Mr. Bain

As School Council Chair of Fessenden School, I have shared the information presented at the January 20th zoning meeting with our parents at our own meeting held on January 25th. The result of our meeting was to write these letters to you, our representative at the Executive Council zoning meeting of February 11th. As you read through these letters, I hope you will develop a clearer understanding of Fessenden parents' concerns. I am sure you will note the passion and emotion evoked by the mere thought of using Hwy. 403 as a boundary.

The rural component of Ancaster with such strong historical connections to the development of Ancaster is fearful of being the smaller voice in this whole process. The more developed areas of Fessenden's catchment living between Highways 403 and 53 live so close to Fessenden that they feel bewildered by such a proposed boundary.

Our assignment from the January 20th meeting was to define our own criteria for boundary selection and our suggestions as to where the boundaries should be. We can come up with some very tangible reasons concerning increased distance to any school other than Fessenden, the confusion created by the section in Appendix D of the Accommodation Review stating Flamborough students will remain in Flamborough and even Bill 160 seems to be of some assistance to our concerns. However, when it comes right down to it and you read through parents' personal comments, the emotional impact on a community becomes very hard to define in terms of criteria.

Even though school is but one of many aspects of a family's life, it is a focal point from which so many other elements radiate. Schools and municipalities together provide the network for a family's life so that municipalities and School Boards cannot be viewed as mutually exclusive.

The impact of this proposed boundary would be greater than a school closure in terms of fragmenting our community. Therefore, the parents of Fessenden School wish to oppose Highway 403 as a boundary and to ask that municipal boundaries be respected. We would also like to suggest that school catchment areas be defined before boundaries are developed.

Sincerely

Sue Luehmann,
Chairperson,
Fessenden School Council

cc. Mr. Merv Matier, Director and Secretary
Mr. Ray Mulholland, Chairman of the Board
Mr. Bruce Wallace, Trustee

The Hamilton-Wentworth District School Board

**Zone Committee
Education Service Zones
Summary Report**

**Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:**

- Include Dr. John Seaton, Sheffield and Lynden in the newly created Zone 10, thereby keeping all West Flamborough schools together.
- Use existing catchment boundaries for those schools as the boundaries for the zone.
- Use the municipal boundary between Glanbrook/Hamilton and Ancaster as the boundary between Zones 8 and 9.
- Queen's Rangers School should be included in the new Zone 10.

Rationale for Changes:

1. Maintain the West Flamborough rural community identity as outlined in the Zone 1 Summary Report.
2. Remove Highway 403 as a boundary since buses do not travel on Hwy. 403. Therefore, there is no need for safety concerns as students are transported or walk over the 403.
3. Transportation costs could increase if the Dr. John Seaton, Sheffield and Lynden students living east of Highway 8 were transported within the proposed Zone 1.
4. There is a strong need to keep Ancaster students (both rural and urban) together in Ancaster schools. These families do not identify with Hamilton. There are very strong historical roots within Ancaster. Families residing in Ancaster spend their social, recreational, religious, commercial lives within the town of Ancaster.

Other Comments:

1. There was trouble understanding the need for zones.
2. Create catchment areas to maximize the use of all schools, then define a zone if it's needed administratively.
3. Hope that catchments and zones will be flexible to allow for population shifts and growth.
4. Continue the "out of catchment" process which in essence will become "out of zone" in some cases.
5. Use zones for closure, service and program distribution but not catchment.
6. The Queen's Rangers community is unique in that some of its families feel a strong connection to Ancaster and its schools while the majority wish to be aligned with Highland Secondary through the Dr. John Seaton School.
7. I received over 100 letters from families in the Ancaster community expressing their concerns with the proposed boundaries between Zones 8 and 9.
8. I received over 100 letters from families in West Flamborough expressing their concerns with the proposed boundaries between Zones 1 and 9.

Ken Bain

Memo To: Ken Bain
cc: R. Hirst
M. Matier – Director & Secretary HWDSB

From: Ancaster Senior School Council

Date: February 9, 1999

Subject: Feedback on Proposed Zone 9 Boundaries

Further to the instructions given to us on January 27, 1999 the following outlines the school community feedback and concerns regarding the proposed boundaries for Zone 9.

We have tried to provide information to a majority of parents both through a written notice and a public meeting. We have also met with the other school council chairs and principals of the affected schools in Zone 9.

It became clear quite early that the majority of persons involved with Zone 9 have concerns ranging from mild disagreement to vehement rejection of the entire idea.

The following points summarize our position:

1. Catchment areas should be used to distribute pupil places rather than arbitrary zones.
2. Stringent criteria should be used when dealing with accommodation or school closure issues. Recommendations can then be ranked against initial criteria.
3. Consensus of public opinion indicated a strong desire to respect municipal boundaries. There was overwhelming opposition against using the 403 as a boundary for Zone 9.

4. Confusion became apparent when conversations with Trustees indicated their lack of understanding of the implications of Zone Boundaries. The true nature of boundaries and whether or not they are "cast in stone" or whether or not catchment areas can cross boundaries became unanswerable questions.
5. Briefly our alternative recommendation for boundary lines are:
Hwy 5 from County Line to Peters' Corners
Hwy 8 from Peters' Corners to Middletown Road
Middletown Road and Binkley Road N. to Governor's Road
Ancaster Municipal Boundaries on the East and South
6. Possible combination of Zones 8 and 9 and realignment of catchment areas.

In conclusion, we hope this memo conveys our disagreement with arbitrary boundaries and the lack of sufficient time and information to give an appropriate response to your questions.

Regards.



Marilyn Beckett

Kathy McFarland

Co-Chairs, Ancaster Senior School Council

Zone 9 Response

We believe that all decisions within the system must be made in the best interests of the students.

I. Basic Accommodation Principles

The basic accommodation principles based on what is best for children should be:

1. Children will, if possible, attend the school in their community which is closest to their home.
2. Schools should be located as close as possible to where the students live and are projected to live in the foreseeable future.
3. Schools should be of sufficient size to maximize program viability, staffing flexibility and accommodation efficiencies.
4. School buildings should be safe, accessible and suited to the programming needs of the students.

II. Zone boundaries

The basic principles applied to zone boundaries will mean that:

1. Zones should account for natural social/ community focus areas (which will usually, but may not coincide with municipal boundaries).
2. "Communities of interest" should remain within the same zone as much as possible.
3. Neighbourhoods should not be divided by zone boundaries.
4. Both sides of residential streets and rural roads should be within the same zone.
5. Zone boundaries should not act as barriers to children who could walk safely to the nearest school.
6. Zone boundaries should be established in order to minimize the time children spend on buses.

Grange School Zone Feedback Meeting, January 27, 1999

Recommendations from Grange:

We, the parents of Grange School would like to express our extreme concern over the proposed school zones that arose from the October 22, 1998 school closure report. In this report, Highway 403 is put forth as a boundary line between Zone 8 and Zone 9 schools. The choice of this arbitrary boundary divides our children's community and town in half. Over 540 Ancaster children will be excluded from being educated in their hometown.

Lack of Information and Timeline Concerns:

Nearly all 70 parents who attended the meeting were upset by the lack of information available to them to make an informed decision in the short period of time given.

Unanimous Support for a Revised Zone 9 Boundary

There was unanimous support from the 70 Grange parents who attended the meeting to modify the Zone 9 boundaries to the Ancaster City Limits. The municipal boundary is also being proposed by Ancaster High School Council Chair, Marjorie Ingrassia.

Modify the Zone 9 Boundary

The October 22, 1998 Accommodation Review Report identified several important elements to consider when determining school accommodation.

1. Sense of Community: Using the Ancaster City Limits as the boundary keeps the community of Ancaster intact. Parents have chosen to live in the Town of Ancaster. Their children have community ties through their school, sports, church, scouts, and other community activities such as Heritage Day and the Ancaster Fair. Ancaster is where their friends and families live.

2. Positive Learning Environment/Sense of Community: The psychological impact of uprooting children from their community has not been considered. The nurturing of social ties, and the sense of owning, and being part of a community is an extremely important part of a child's growth and development. Children that lose ownership of their community are more prone to delinquency and underachievement. Without community, there is a rise in social problems.

Uprooting 540 Ancaster children and scattering them to a number of different schools, breaks the social continuity and continuity of programming for our children, severing ties with peers and teachers. Other schools that have been closed have moved as one whole school or at least grades of children move together to the same location.

As well, the proposed eviction from their local Ancaster school will sever parental involvement in school activities. Schools will become institutions rather than the "family of families" that Grange School is now.

3. Efficient and Effective Use of Resources/Cost: Schools in Ancaster have a history of working efficiently by reducing costs. eg. current double busing arrangement where high school students are picked up early followed by elementary students.

In addition, removing more than 540 children as well as future students from Ancaster will impact on high school programming and funding in the future.

4. Safety: The proposed zones will increase elementary bus usage. Longer bus rides on busy highways and roads jeopardize our childrens' safety and extracurricular development. Ancaster children in the proposed Zone 8 will have to travel past Ancaster schools to get to their West Hamilton Mountain destinations. Flamborough children in the proposed Zone 9 will be bused into Ancaster from as far north as Safari Road area.

5. Equity of Accommodation: Ancaster families elect School Trustees to represent their interests within the area of Ancaster. If our children are moved to a school in the West Hamilton Mountain area, we will have no political voice in that area resulting in "Taxation without Representation".

In addition, nearly 90% of the students at Grange live in the part of Ancaster now proposed as Zone 8. Those children are not being offered another school within their Ancaster community. Most parents present at the meeting would accept their children attending another school within the Ancaster community.

Modify the Northern Zone 9 Boundary:

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6. Bus routes are twinned between the elementary schools and Ancaster Senior. If Glenwood (Maple Lane) were used to ease overcrowding this would still be possible. However, if these same students are transported away from Ancaster for grades not available at Glenwood, then bussing costs increase for these relatively few students in the far south west corner of the proposed Zone 8.

In conclusion, some of Fessenden's current catchment of students would not be adverse to attending Glenwood School, but they must remain associated with the rest of Ancaster schools for their entire education of grades K to 12.

Our concerns with using Highway 403 as a boundary raise issue with our social sense of community, historical ties with our rural families, increased distance to any schools for Fessenden families other than those they already attend (Glenwood excepted), possible decreased parental involvement, the extremely high number of students being relocated to other schools, the very low numbers expected to remain at some schools and the implications on quality of programming for those students, the necessity to keep the larger portable units at C.H. Bray and Grange to ensure better quality programming based on student numbers, and the potential increases in bussing costs. Therefore, by keeping our portable units and opening up Glenwood we can go a long way to accommodate the numbers of students that we have and keep our program quality at a more optimum level. We recommend that the proposed Zone Boundaries not be used. Instead we suggest defining school catchment areas with greater attention being made to municipal boundaries.

Fessenden Public School
168 Huron Ave.
Ancaster, Ontario
L9G 1V7

February 9, 1999

Mr. Merv Matier
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street, West
Hamilton, Ontario
L8P 1H6

Dear Mr. Matier:

Enclosed are the copies of the letters Fessenden School parents have sent to Mr. Bain. The form letter was the result of a parents meeting we had at Fessenden School Monday January 25th. As I pointed out in my letter to Mr. Bain the issue of using Highway 403 as a boundary has produced a lot of emotional response, which I think under the circumstances is not too surprising as Ancaster residents expect to send their children to school in Ancaster.

Also enclosed is a copy of our proposal that we have submitted to Mrs. Campbell at the Zone 8 meeting and which we will give to Mr. Bain tonight at the Zone 9 meeting.

We have to acknowledge that changes need to be made. Ancaster Senior School and Grange School are too full and cannot accommodate all of Ancaster's growing population. We do feel however that the Hwy. 403 boundary is too drastic a change for our community. If we were given Glenwood (Maple Lane) to use as an elementary school this would free up some valuable space in Fessenden to be used for Grade 7 and 8 programming, and would ease overcrowding at Grange. Fessenden has been used as a K - 8 school in the past so this is not a new concept. At the same time, Fessenden has experienced a decline in student population over the last 4 years, and we understand that Rousseau is also expecting a decline based on current catchments. This, plus the space made available at Glenwood would really help our community adapt to our need for student spaces and minimize the impact of change.

We have tried to come up with some responsible suggestions based on the limited amount of information that we have. However we feel we need further information such as that found in an accommodation study or an impact study before we can make further recommendations concerning criteria for boundaries.

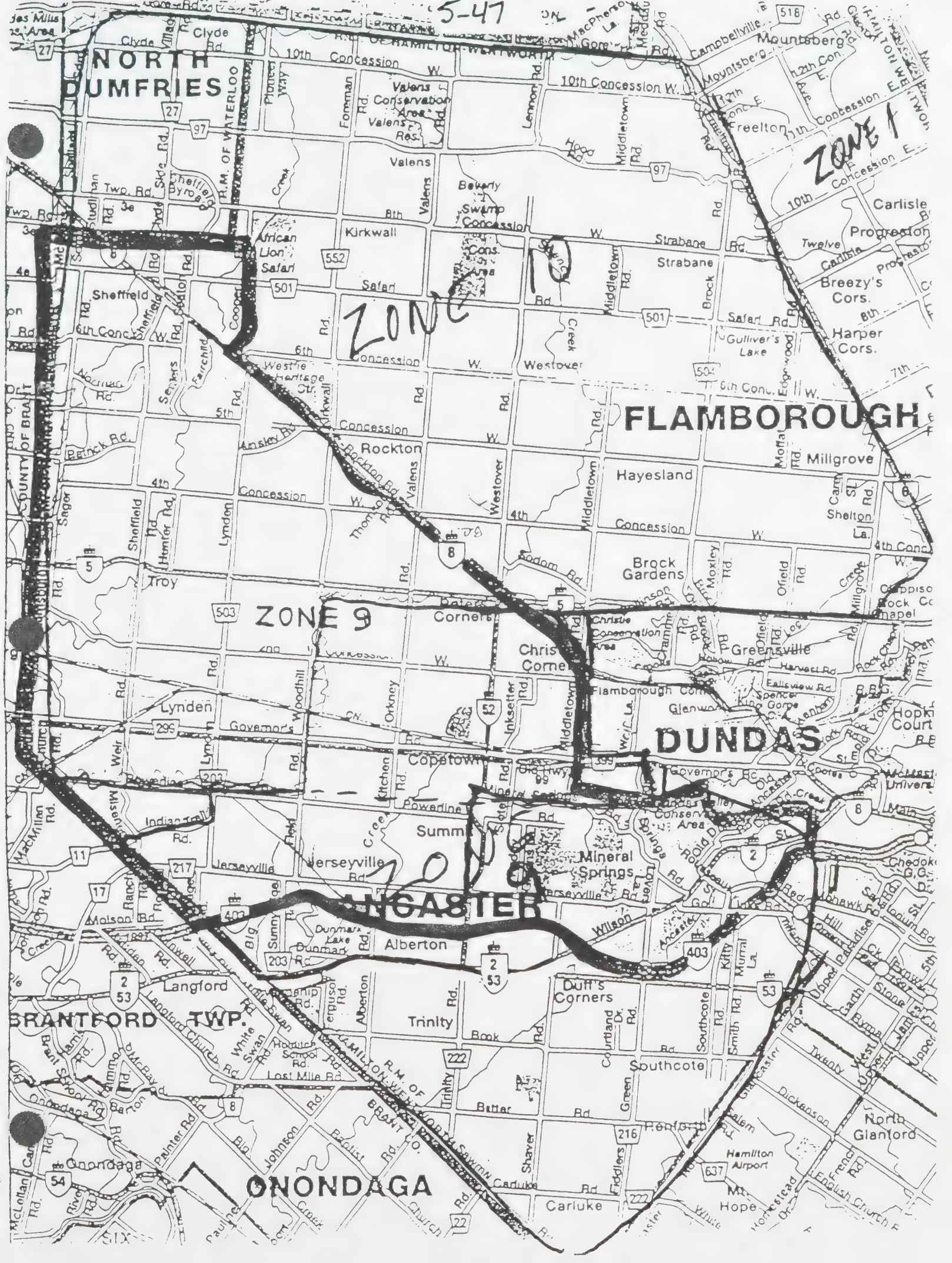
We know that changes are going to happen but we also need to acknowledge communities of people and make changes that will benefit all with a minimal amount of disruption in their lives.

Sincerely

A handwritten signature in cursive script, appearing to read "Sue Luehmann".

Sue Luehmann
Chairperson
Fessenden School Council

cc. Mr. Ken Bain, Superintendent County West
Mr. Bruce Wallace, Trustee





The Hamilton-Wentworth District School Board

**Zone Committee
Education Service Zones**

Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:

The zone boundary concept for secondary school purposes is deemed not to be appropriate and should be eliminated.

Rationale for Changes:

Other Comments:

Existing boundary catchment areas should remain unchanged for the four secondary schools in Zone A (Parkside, Highland, Waterdown and Westdale).

Should there be proposed changes to existing catchment boundaries there must be extensive consultation with the school community.

The Board should develop a plan to deal with the accommodation situation in Waterdown

The eastern boundaries of Zone A should be synchronized with the eastern boundary of the existing Westdale catchment area - only if the zone concept continues to exist.

Zone B: Delta
Parkview
Scott Park
Sir John A. MacDonald
Sir Winston Churchill

**Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:**

Zone B boundary was not supported as proposed, particularly as it relates to Highway 403, which would divide the current school community

There was a suggestion of considering four zones rather than five with zones A, B and C becoming two zones, rather than three

As well, the question of the appropriateness and relevance of the zone concept as it pertains to secondary schools was raised.

Rationale for Suggested Changes:

- Program should be driving the changes, not geography.
- The following guiding principles were supported to drive the programs we deliver in every school:
 - quality
 - viability
 - equity of accessibility
 - range of programs and services
 - the importance of the school community.
- There is a need to look at the composition of each school and the programs that are currently being delivered before determining zones, if that is the route that is going to be taken in the future.
- In this proposal some students live closer to a school outside their proposed zone than within their zone.
- What is happening in one zone will affect other zones. There is a need to look at the bigger picture.
- Zones tend to box us in and inhibit flexibility in program delivery.

Other Comments:

- This is a very complex problem. We can't approach it with a simple solution.
- Secondary school reform (five to four years) will impact on the size of all secondary schools.
- **Both** the **size** and the **composition** of the school impact upon the school's ability to deliver a variety of quality programs.
- Schools are already serving students living outside their catchment areas for a variety of reasons. Will schools be able to continue serving students outside the zone? If so, how will this be determined?
- Will there be grandfathering?
- Will there be a sibling rule?
- The integrity of each school must be protected (ie. avoid "have" and "have not" schools).
- The inner city schools must be recognized as requiring greater resources to enable them to provide equitable opportunities for their students.

**Zone C: Glendale
Orchard Park**

Suggested changes to the zone boundary as defined in the October 22, 1998 Accommodation Review:

There was support for the zone concept, in principle, as long as it does not impose artificial boundaries on students and does not restrict student choice and accessibility to programs in other zones.

Rationale for support for zone boundary as presented:

- Provides for both short and long term planning
- Enables each school to be self-sufficient to a large degree and to be able to service most students in the home school or in the zone
- Avoids duplication of transportation and services, and students "shopping around".
- Fosters schools working together (staff, school councils, community) geographically in developing partnerships and sharing resources to provide a variety of programs to meet student needs in the zone
- Seems to be a natural "fit" in this zone

Other Comments:

- The size of the school impacts upon the school's ability to deliver a variety of quality programs.
- Keep in mind the need for both variety and accessibility
- The transportation policy and catchment areas need to consider the importance of maintaining a viable sized population for program delivery
- Schools should be market-driven, serving students
- Are students going to have input into this process?
- The integrity of each school must be protected (ie. avoid "have" and "have not" schools)

Zone D:

Barton
Saltfleet
Sherwood**Suggested changes to the zone boundary as defined in the October 22, 1998 Accommodation Review:**

There is support for the zone concept, with the following provisions:

- thoroughly review **all** the zone boundaries to keep school communities in tact
- provide enough lead time to enable students and parents to prepare for changes that may occur
- in particular, consider grade 8 parent/student choice in making changes in secondary school attendance patterns (ie. students have the opportunity to go to a secondary school with their friends rather than solely on geographical location).

Rationale for changes:

- Glanbrook has been split into three as the result of this zone plan. This needs to be rethought.
- Schools are community assets. Keep the focus on schools as an integral part of their communities. Schools in some zones may need to be reconfigured to maintain this community focus (eg. JK-8, 9-12; JK-6, 7-8, 9-12; JK-6: 7-12).

Other Comments:

- There is a need for school closures in the system. This will make a difference for other remaining schools with regard to the resources and staff that will be available.
- Issues that need to be addressed as part of the entire process include:
 - program needs of all students
 - boundary and catchment areas
 - sibling rule
 - grandfathering
 - How permeable are the zone boundary lines?
 - How will the transportation policy maintain program viability by balancing school size and composition in some areas, particularly where city/county locations are involved?



The Hamilton-Wentworth District School Board

**Zone Committee
Education Service Zones**

Suggested changes to the zone boundary as defined in the October 22, 1998
Accommodation Review:

Scrap zone concept for secondary schools.

Rationale for Changes:

Other Comments:

Prior to any changes in catchment areas, school councils should be consulted re the criteria and be actively involved in the decision-making process.

Any decisions to change catchment areas should be cognizant of the traditional communities.

Program consideration should take a primary role in any decisions re school closures.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: February 18, 1999
Subject: **CONSOLIDATION OF
RED HILL AND ELIZABETH BAGSHAW SCHOOLS**

Recommended Action:

Moved by _____, that a School Consolidation Committee be formed to study the impacts and make recommendations with respect to the consolidation of Red Hill and Elizabeth Bagshaw Schools.

Rationale:

The School Councils at both schools have completed some initial study of the potential consolidation of the two schools. The results of the study seemed to indicate significant advantages in proceeding with a consolidation. As a result, I was approached by the School Council Chair from Red Hill with a request to expedite the process.

I would suggest the following terms of reference:

Committee Representation:

- 1 Supt. of Education, Chair
- 1 Trustee
- 2 Principals
- 2 School Council Chairs

Committee Timeline:

Feb.15th – Mar.15th Complete an impact study on the proposed consolidation
By March 30th Convene a public Open House to share the impact study results and solicit community input.
By April 15th Bring forward a recommended action to Business Committee.



The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 02 11

RE: Planning Report

Recommended Action:

Moved by: _____

That the recommended actions stated in the Planning Report for February 1999 be approved.

RATIONALE:

Attached is the Planning Report for February 1999. This is the first time the report is being presented on a Board-wide basis. The format, although similar to past reports, is evolving towards highlighting current planning issues while tracking previously approved plans of subdivision. For planning items having significant impact on the Board a separate student yield table has been created outlining pertinent factors. This table combined with a historical tracking system will add to the Board's ability of determining future accommodation needs including portable allocation and transportation needs. It is anticipated that the historical tracking will be included in the next planning report. It is also recognized that there is a need for the development of planning strategies on a region-wide basis.

Planning items have been grouped into the following categories:

1. Current items that will have a significant impact on school enrolment or Board property.
2. Current items that may have an impact on school enrolment or Board property.
3. Current items that should not have an impact on school enrolment or Board property.

A full set of materials has been located in the trustee lounge for review and not distributed with the agenda package.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act.

DS/dtg
99/02/11
attach.



7-1

1. Current items that will have a significant impact on school enrolment or Board property.

a) 25CDM-99001 #77 Governor's Road, Town of Dundas

Origin: Receipt of Draft Plan of condominium

Recommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

48 condominium units

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Central Park	K-5	30	302	142		3
Dundas District	6-8	557	590	36		
Highland	9-12	553	907	354		

b) 25T-98015 N/A, Township of Glanbrook

Origin: Receipt of Draft Plan

Recommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

Neighbourhood: Mount Hope – District 50 – Twenty Road and Glancaster Road.

16 single family dwellings

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Mount Hope	K-5	344	409	65	3	7
Glanbrook High	9-12	400	149	251	1	2

c) 25T-98012 Wentwall Estates, City of Hamilton

Origin: Receipt of Draft Plan

Recommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

Neighbourhood: Barnstown

36 townhouse units

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Helen Detwiler	K-5	50	496	146	4	18
Corona Heights	6-8	480	334	146	3	7

d) 25T-98005 Parkway Manor, City of HamiltonOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

Neighbourhood: Kernighan

58 single family dwellings

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
James MacDonald	Jk-5	271	375	104	-	17
Westview	6-8	409	318	(91)	4	7
Westmount	9-OAC	1062	1175	113	-	8

e) 25T-98010 Cornerstone Estates, City of HamiltonOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

Neighbourhood: Sheldon

28 single family dwellings

The Board owns Sheldon vacant site (29.05 acres)

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
James MacDonald	Jk-5	271	375	104	-	8
Westview	6-8	409	318	(91)	4	3
R A Riddell	Jk-8	592	584	(8)	8	
Westmount	9-OAC	1062	1175	113	-	4

f) 25T-99001 Highbury Meadows, City of Stoney CreekOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

Neighbourhood: Felker East

278 single family dwellings

142 townhouse units

This development surrounds Saltfleet High School on three sides.

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
James MacDonald	Jk-5	447	359	(88)	8	213
Westview	6-8	179	977	202		71

7-3

g) 25CDM-98024 Seaside Village, City of Stoney CreekOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

465 Dewitt Road

80 condominium units

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Marina View	K-6	257	252	5	6	55
Ochrewood	7-12	287	351	64	-	2

h) 25CDM-98022 Londonderry Mews, Town of AncasterOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

13 detached units

10 semi-detached units

Neighbourhood: Horning

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Orange	K-6	385	57	328	8	8
Ancaster Senior	7-12	322	384	62	3	2
Ancaster High	7-12	211	419	208	-	4

i) 25T-98011 Millstone Creek Development, Town of FlamboroughOrigin: Receipt of Draft PlanRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Staff Notes:

8 single family dwellings

1437 Progreston Road – East Flamborough

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removable Classrooms	Projected Student Yields
Boonville	K-6	505	434	71	6	4
Waterdown High	7-12	342	503	161	-	1

7-4

j) Proposed Separate School, Church and Cemetery Development, Town of Flamborough

Origin: Receipt of application to amend both the Hamilton-Wentworth Official Plan and the Town of Flamborough Official Plan.

Recommended Action:

Staff Notes:

715 Centre Road

In Flamborough Centre and Waterdown High School catchment area.

2) Items that may have an impact on school enrolment or Board property.

a) Ontario Municipal Board Hearing, Case No. PL980189, Town of Ancaster

Origin: Receipt of the notice of Ontario Municipal Board Hearing

Recommended Action:

That a letter be sent to the Town of Ancaster requesting that the Board be kept apprised of developments by way of written notice of any proposed decision.

3. Items that should not have an impact on school enrolment or Board property.

a) CI-98-E,

Amendments to Zoning By-Law 6593 to establish new landscape requirements for "Commercial" uses within the City of Hamilton

b) ZAC-98-24, City of Hamilton

Application for change in zoning from "AA" (Agricultural) to "DE-3" Multiple Dwellings and "AA" to "RT-20" (Townhouse - Maisonette) to permit a "Community and Residential Care Access Centre" and to convert the existing dwelling into a restaurant.

c) ZAR-98-41, City of Hamilton

Modification to the "HH" (Restricted Community Shopping and Commercial, etc.) to permit a laser eye clinic within the existing building

d) Jerseyville Farms Limited – Easement for Bell Canada, Town of Ancaster

e) 5,7 and 9 Brock Street – Zoning Amendment, Town of Dundas

f) Basement Flood Relief Study – Class Environmental Assessment, City of Stoney Creek

g) Part of Lot 24, Plan 894 – Zoning Amendment, Town of Flamborough

h) Cross-Melville Heritage District – Zoning Amendment, Town of Dundas

i) 1810 Highway 6 – Official Plan and Zoning Amendments, Town of Flamborough

j) Former Brockview School – Zoning Amendment, Town of Flamborough

k) Part of Lot 12, Concession 6 – Zoning Amendment, Town of Flamborough

l) Part of Lot 20, Concession 4 – Zoning Amendment, Town of Flamborough

m) Part of Lot 21, Concession 4 – Zoning Amendment, Town of Flamborough

n) Part of Lot 13, Concession 4 – Zoning Amendment, Town of Flamborough

APPENDIX A

That a letter be sent to the Municipality and the approving authority expressing the significant impact that student yields from the Draft Plan will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the Municipality proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval:

1. The developer at their expense, place adequate signage, based on Board specifications, be erected on site, warning that students from this development are likely to be redirected to schools outside of the area with available capacity.
2. The sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers warning that students from this development are likely to be redirected to schools outside of the area with available capacity.

The Region of Hamilton-Wentworth and the Municipality would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 11 18

RE: Selection of Insurance Broker

Recommended Action:

Moved by: _____

That the Insurance firm of Dalton Timmis Group be selected to provide the Board with broker services.

RATIONALE:

A report regarding the 1999 Insurance Premiums was presented to Board in December. Through the adoption of the recommended action both the liability and property insurance portfolios were secured as of January 1, 1999. The following outstanding resolutions are being brought to closure.

"That the Superintendent of Business and Treasurer proceed with a 'Request for Proposal' for the purpose of securing insurance broker service on behalf of the Hamilton-Wentworth District School Board" and

"That the Superintendent of Business and Treasurer provide a report to Board on the results of the broker selection process."

At the direction of the Board, a comprehensive request for proposal was prepared and released through an ad placed in the Hamilton Spectator. Although several inquiries from Brokers were received, only two formal submissions were submitted by the deadline date.

A detailed evaluation criteria was used to assess the proposals. Upon completion of this process it is being recommended that the Dalton Timmis Group would provide the most comprehensive insurance brokerage service to the Hamilton-Wentworth District School Board.

Selection of Insurance Broker - 2

Highlights of the Dalton Timmis submission include:

- Brokerage fee of \$21,213.00 (representing a 26% reduction when compared to other submissions)
- Services offered
 - Annual Market Review
 - Policy Coverage and Risk Analysis
 - Certificate of Insurance Management Program
 - Loss Control Audit of Board's Transportation Contractors
 - Claims Co-ordination and Analysis
 - General Property Inspections
 - Effective Co-ordination with Frank Cowan Insurance for technical evaluations and risk management services
 - 24 hour Claims Call Centre
- Extensive Public Sector and School Board experience, i.e.
 - Halton District School Board
 - City of Hamilton
 - Region of Hamilton-Wentworth
- Staff Compliment - 70 employees with 3 professionally designated employees dedicated to Hamilton-Wentworth District School Board account
- Insurance Adjusting firm assigned to Hamilton-Wentworth District School Board account - Crawford Adjusters Canada
- Local firm - Head office located at 4 Hughson Street South, Hamilton
- Excellent in-house computer capabilities with provision to exchange electronic data

The Ontario School Board Insurance Exchange (OSBIE) formed by school boards as a joint venture provides liability coverage on behalf of the Hamilton-Wentworth District School Board. OSBIE also quoted on the property portfolio. For comparison purposes, the following table summarizes the property portfolio bid.

Property Portfolio	OSBIE	Dalton Timmis	Variance
Automobile	\$ 29,955.00	\$ 23,150.00	\$ 6,805.00
Property	241,238.00	220,000.00	21,238.00
Crime	6,315.00	4,571.00	1,744.00
Boiler & Machinery	17,209.00	17,100.00	109.00
Sub-Total	\$294,717.00	\$264,821.00	\$ 29,896.00
Broker Service Fee	0.00	21,213.00	(21,213.00)
	<u>\$294,717.00</u>	<u>\$286,034.00</u>	<u>\$ 8,683.00</u>

As referenced in the 1999 Insurance Premium report, once selected the broker will continue to provide service to the Hamilton-Wentworth District School Board based on performance and determination of markets, i.e., general insurance market or OSBIE.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 02 18

RE: Sir Wilfrid Laurier School - Construction of Soccer Fields

Recommended Action:

Moved by: _____

That the Hamilton-Wentworth District School Board authorize the Superintendent of Business and Treasurer to enter into a satisfactory joint use agreement with the City of Hamilton for the construction and long-term maintenance of three mini soccer fields at no cost to the Board. The joint use agreement will:

- * be drafted in the form of a lease, with the annual lease sum of \$1.00 per annum
- * be in a form satisfactory to the Board solicitor.

RATIONALE:

The City of Hamilton has approached the Hamilton-Wentworth District School Board identifying a need for construction of additional soccer fields in the Sir Wilfrid Laurier area. The need has been generated as a result of the Red Hill Valley Expressway requiring the re-alignment of the Glencastle Park soccer field. In addition, the City sites the growing popularity of soccer thus dictating increasing the number of fields in the City.

Consultation with Region, City, Plant Department, school Principal and school council president concluded that the placement of three mini soccer fields at the Sir Wilfrid Laurier site would benefit all concerned.

In formulating the agreement, the Board's interest relating to such issues as ongoing field maintenance, garbage collection, respect for school needs and concerns would all be adequately addressed. Upon successful negotiations, the Superintendent of Business and Treasurer would proceed to formalize the agreement. The attached illustration provides a reference for field locations.



DS/dtg
99/02/11

Attach.

LOCATION OF SOCCER FIELDS
AT ALBRIGHT ROAD

PART 1
16,190 sq m

PART 2
30,190 sq m

SOCCER FIELD 40-60

SOCCER FIELD 40-60

SOCCER FIELD 45-90

SOCCER FIELD 45-90

BASEBALL DIAMOND

BASEBALL DIAMOND

SEPARATE SCHOOL BOARD

HAMILTON DISTRICT SCHOOL BOARD

CITY OF HAMILTON

PART 2
30,190 sq m,

PART 1	16.190 sq m
--------	-------------

BASE 1 1/2" x 1 1/2"
DIAM. 1 1/2"

SEPARATE.
SCHOOL BOARD.

NOT INVENTED
BY (XIT)

AMERICAN DISTRICT
COURT BOARD

base metal
diamond

SOCCER
FIELD
40-60

50000
50000
50000

SUNCLER
FIELD
45490

100

SOCLEH
FIELD
45-81)

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Irene Polidori, Manager of Finance

Re: 1998 Stub Year Financial Report

Recommended Action:

Moved by: _____

That the 1998 Stub Year Financial Report be received for information.

Rationale:

The attached Financial Report with respect to the eight month period ended August 31, 1998 has been prepared using accounting principles that are prescribed by the MET and are considered to be appropriate for Ontario School Boards. The presentation adopted for these financial statements is in accordance with Ministry guidelines. Subsection 252(2) of the Education Act prescribes the financial information which must be made available to the Board's ratepayers.

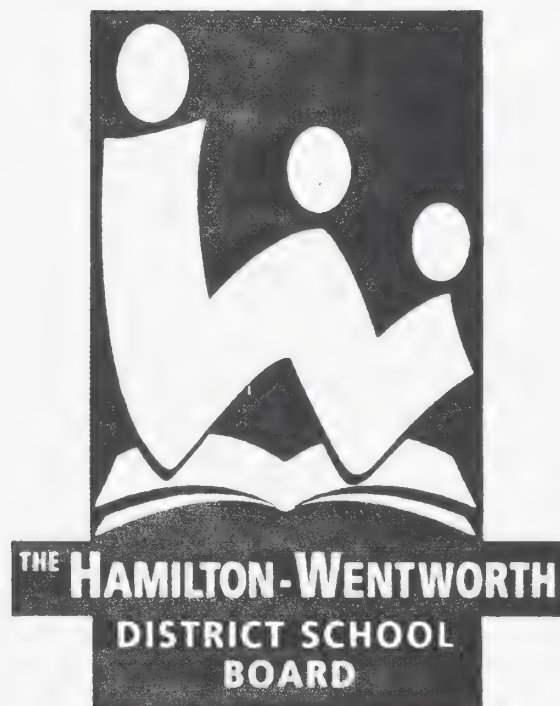
Estimates required in the preparation of the financial statement have been determined on a reasonable basis in order to ensure that the financial statements are, in all material respects, presented fairly. The Board maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Board's assets are properly accounted for and adequately safeguarded.

The 1998 Stub Year financial statements have been audited jointly by the external auditors appointed by the Board: MacGillivray Partners, Chartered Accountants and Grant Thornton, Chartered Accountants. In accordance with subsections 253(5) and 253(9) of the Education Act, the auditors have received full access to all books, records and documents of the Board, as well as any other information that in the auditors opinion was necessary to enable them to carry out their duties. The audit was conducted in accordance with generally accepted auditing standards on behalf of the Trustees and ratepayers of the Board as outlined in the Auditors' Report.

DG/GdeJ
1999-02-12

attach.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD



FINANCIAL REPORT 1998

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
FINANCIAL REPORT
FOR THE PERIOD JANUARY 1, 1998 TO AUGUST 31, 1998**

Prepared by:
Finance Department
February, 1999



MacGillivray
Partners
Chartered Accountants

Grant Thornton

AUDITORS' REPORT

To the Members of The Hamilton-Wentworth District School Board

We have audited the Balance Sheet of the The Hamilton-Wentworth District School Board as at August 31, 1998 and the Revenue Fund Statement of Operations, the Capital Fund Statement of Operations and the Reserve Funds Statement of Continuity for the eight months then ended. These financial statements are the responsibility of the school board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at August 31, 1998 and the results of its operations for the eight months then ended in accordance with the accounting principles described in note 2 to the financial statements.

Hamilton, Ontario
December 18, 1998

MacGillivray Partners
Chartered Accountants

Grant Thornton
Chartered Accountants

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
BALANCE SHEET
AUGUST 31, 1998

ASSETS **(\$000's)**

CURRENT

Accounts Receivable	
Municipalities	19,551
Government of Ontario	3,611
Other School Boards	3,464
Other	1,627
Prepaid and Other Assets (note 3)	8,373

36,626

CAPITAL OUTLAY TO BE RECOVERED IN FUTURE YEARS	65,895
---	--------

TOTAL ASSETS	102,521
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LIABILITIES

CURRENT

Bank Indebtedness	13,360
Accounts Payable and Accrued Liabilities	16,490
Deferred Income	874

30,724

NET LONG-TERM LIABILITIES (note 4)	60,416
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RESERVE FOR WORKING FUNDS (note 5)	6,918
------------------------------------	-------

EQUITY IN RESERVE FUNDS	4,568
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DEFICIT AT END OF PERIOD	(105)
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TOTAL LIABILITIES AND FUND BALANCES	102,521
--	----------------

COMMITMENTS (note 6)

CONTINGENT LIABILITIES (note 7)

UNCERTAINTY (note 8)

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
REVENUE FUND STATEMENT OF OPERATIONS
FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1998**

	(\$000's)
EXPENDITURE	
Business Administration	3,587
General Administration	1,206
Computer Services	2,519
Instruction	169,736
Plant Operation and Maintenance	23,767
Transportation	6,360
Tuition Fees	4,373
Capital Expenditures (Non-Allocable)	3,566
Debt Charges (note 9)	5,502
Other Operating Expenditures	3,093
TOTAL EXPENDITURE	223,709
RECOVERY OF EXPENDITURE	
Other School Boards - Tuition Fees & Miscellaneous	4,883
Government of Ontario - Miscellaneous	268
Government of Canada	33
Individuals - Tuition Fees	672
Other Revenues Excluding Transfers from Reserves	1,976
TOTAL RECOVERY OF EXPENDITURE	7,832
NET EXPENDITURE	215,877
FINANCING OF NET EXPENDITURE	
Government of Ontario - General Legislative Grants	124,709
Local Taxation -	
Previous Year's Deficit	(3)
Local Taxation Raised in Current Period	92,041
Increase in Reserves	(975)
	215,772
Deficit at End of Period	105
TOTAL FINANCING	215,877

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
CAPITAL FUND STATEMENT OF OPERATIONS
FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1998

CAPITAL EXPENDITURE (\$000's)

Capital Assets and Work in Progress
Buildings, Furniture and Equipment 8,747

TOTAL CAPITAL EXPENDITURE 8,747

CAPITAL FINANCING

Balance Not Permanently Financed at Beginning of Period (2,279)
Capital Expenditure from the Revenue Fund 5,547
Balance Not Permanently Financed at End of Period 5,479

TOTAL CAPITAL FINANCING 8,747

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
RESERVE FUND STATEMENT OF CONTINUITY
FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1998

	Capital (\$000's)	Retirement Gratuities (\$000's)	Restructuring (\$000's)	Integrated Info. Systems (\$000's)	Total (\$000's)
BALANCE DECEMBER 31, 1997	3,218	19	228	528	3,993
Transfer from the Revenue Fund	416	1,977	---	98	2,491
Earnings on Reserve Fund Investments	87	22	7	16	132
Transfers to the Revenue Fund	3,721 30	2,018 2,018	235 ---	642 ---	6,616 2,048
BALANCE AUGUST 31, 1998	3,691	0	235	642	4,568

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 1998

1. RESTRUCTURING

In accordance with Bill 104, *The Fewer School Boards Act, 1997*, The Board of Education for the City of Hamilton and The Wentworth County Board of Education have amalgamated to form The Hamilton-Wentworth District School Board. These financial statements represent the first period of operations for the new board.

As a result of the restructuring, the fiscal year of the Board has changed from January 1 to December 31, to September 1 to August 31. These financial statements are for the eight month period ended August 31, 1998. As these financial statements reflect only the assets, liabilities and operations of the new board, no comparative figures have been included.

The Education Improvement Commission of the Ministry of Education and Training approved the transfer of a vacant property, the ecole seconnaire Georges P. Vanier and its contents, and \$2,000,000 to Le Conseil scolaire de district du Centre-Sud-Ouest, in order to fulfill the Board's obligation of transferring a portion of its assets to the French Language District School Boards. This transfer took place August 31, 1998.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared by the Board using accounting principles that are prescribed by the Ministry of Education and Training and are considered appropriate for Ontario School Boards. These principles are in accordance with generally accepted accounting principles except as follows:

(a) Accrual Accounting

Revenue and expenditure are accounted for on the accrual basis of accounting, with the following exceptions:

- (i) No provision is made for interest on unmatured debenture debt from the date of payment to the period end.
- (ii) No provision is made to record the liability for retirement and/or sick leave benefits accruing over the working lives of employees.
- (iii) No provision is made to record the estimated liability for environmental matters. Expenditures are recorded in the period in which they occur.

(b) Prepaid Expenses

The Board will receive partial funding from the Ministry of Education and Training under the School Board Restructuring Program and under the Assistance for Retirement Gratuities Program, for certain incremental costs incurred by school boards. In accordance with Ministry direction, school boards are required to report these costs as prepaid expenses. In the next fiscal year, these costs and the related funding will be reported through the Statement of Operations.

(c) Capital Outlay to be Recovered in Future Years

Capital Assets are expensed unless they are to be financed by long term debt. Principal and interest charges on net long-term liabilities are included as expenditures in the period due. Capital assets, including Capital Leases, described as Capital Outlay to be Recovered in Future Years, are included on the Balance Sheet only to the extent of the balance of the related net long-term liabilities outstanding and of the related temporary financing at the period end.

(d) Reserves and Reserve Funds

Reserves and Reserve Funds represent funds appropriated for general and specific purposes and are charged or credited to Revenue Fund Operations in the year appropriated or drawn down. The amounts in Reserves and Reserve Funds are approved by the Board and are within the limits defined in *The Education Act*.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 1998

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Deficit at Period-End

The difference between the net expenditures of the period and the amounts received to finance these expenditures is carried forward to the subsequent year to either increase or reduce the net revenue requirement.

(f) Grant Calculation

Grants are calculated by management and submitted to the Ministry of Education and Training for approval. Reassessments may occur. The effects of these adjustments, which cannot be quantified at the time of preparing these financial statements, will be recorded in the year of reassessment.

(g) Trust Funds

Trust funds administered by the Board amounting to \$85,000 are only reflected in the Trust Fund's Balance Sheet and Statement of Continuity, not in these financial statements.

(h) Education Development Charges

In accordance with the Development Charges Act, 1989 and Ontario Regulation 722/89, the Board passed an Education Development Charge (EDC) By-Law, effective June 19, 1995. This by-law imposes education development charges upon all new residential and commercial development of land, buildings or structures within the jurisdiction of the Board for a five-year period expiring on June 18, 2000.

All funds generated by the Board's EDC by-law must be deposited by municipalities into two joint interest-bearing EDC bank accounts, and may only be withdrawn by the Board for the purpose of funding specific growth-related site acquisitions, subject to the prior approval of The Ministry of Education and Training.

Withdrawals from EDC funds are recorded as recoveries of expenditure in the year of withdrawal. There were no withdrawals by the Board during the period ended August 31, 1998.

The balance in the EDC fund totaling \$2,253,000 as at August 31, 1998 is not included in the financial statements

3. PREPAID EXPENSES

Included in prepaid expenses are incremental restructuring costs of \$4,360,000, consisting of:

Gratuities	\$ 2,817,000
Severance Payments	1,463,000
Audit Fees	80,000
	<u>\$ 4,360,000</u>

These costs have been deferred in accordance with the program described in 1(b).

4. NET LONG-TERM LIABILITIES

The net long-term liabilities consist of debentures of \$50,367,000 and capital leases for equipment of \$10,049,000. The debentures have a retractable feature, exercisable on specific dates only, at the option of the debenture holders. Of the net long-term liabilities outstanding, principal amounting to \$20,212,000 plus interest amounting to \$23,910,000 is payable over the next five years as follows:

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 1998

4. NET LONG-TERM LIABILITIES (continued)

	Principal	Interest	Total
1999	\$ 5,861,000	\$ 5,971,000	\$ 11,832,000
2000	5,813,000	5,739,000	11,552,000
2001	4,818,000	5,274,000	10,092,000
2002	2,616,000	4,079,000	6,695,000
2003	1,104,000	2,847,000	3,951,000
TOTAL	\$ 20,212,000	\$ 23,910,000	\$ 44,122,000

Principal payments on the debentures issued by the Regional Municipality of Hamilton-Wentworth are deposited into a sinking fund maintained by the Region. The sinking fund is used to retire the debentures at the time of maturity. To the end of August 31, 1998, the total amount of principal or sinking fund payments made was \$13,070,000. In addition, the value of the debentures recorded on the financial statements reflect the actuarial valuation of the sinking fund. Prior years actuarial valuation resulted in a write down of the value of the debentures, bringing the total reduction in the face value of the debentures to \$16,136,000.

5. RESERVE FOR WORKING FUNDS

The balance in the Reserve for Working Funds consists of the following:

Working	\$ 3,205,000
Retirement Gratuities	1,538,000
Liberty Health	737,000
Sun Life	554,000
Workplace Safety and Insurance	884,000
	\$ 6,918,000

Interest allocated to the Retirement Gratuities reserves in 1998 amounted to \$35,000.

6. COMMITMENTS

The Board entered into a contract with Duke Solutions (formerly Tesco Energy Services Inc.) for a comprehensive energy and water reduction program. The contract is expected to be completed in the next two years. The total estimated cost of this contract is approximately \$17 million. The energy savings expected from this program are to fully pay for this project within ten years.

7. CONTINGENT LIABILITIES

The Board has been named in personal injury and property damage claims. The amounts specified in the claims are within the Board's insurance coverage. The Board, as well as its insurers, has instructed legal counsel to act on behalf of the Board to defend against these claims. No provision has been made in the financial statements for these claims.

The Board is defending a legal action relating to an employment contract. The Board's counsel is unable to form an opinion at this time as to the outcome of this claim. Accordingly, no provision has been made for this claim in the financial statements.

8. UNCERTAINTY RELATING TO THE YEAR 2000 ISSUE

The Year 2000 issue arises because many computerized systems may be unable to process information that is date sensitive (primary dates falling in the year 2000, although the potential exists for dates falling in the year 1999).

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 1998**

8. UNCERTAINTY RELATING TO THE YEAR 2000 ISSUE (continued)

The effects of the Year 2000 issue may be experienced before, on, or after January 1, 2000, and, if not addressed, the impact on operations and financial reporting may range from minor errors to significant systems failure which could affect the Board's ability to conduct normal business operations. It is not possible to be certain that all aspects of the Year 2000 issue affecting the Board, including those related to the efforts of suppliers or other third parties will be fully resolved.

The Board currently has a committee reviewing the Year 2000 issue.

9. DEBT AND CAPITAL LEASE CHARGES

The Revenue Fund expenditure for debt charges includes principal and interest payments made on debentures as follows:

Principal payments on debentures (including contribution to sinking fund)	\$ 2,136,000
Interest payments on debentures	<u>3,366,000</u>
	<u>\$ 5,502,000</u>

In addition, the Revenue Fund expenditures include principal and interest payments made on capital leases totaling \$2,476,000.

10. ENVIRONMENTAL OBLIGATIONS

The Board, through its Plant Services Department, regularly reviews its obligations with respect to environmental matters. At August 31, 1998, the Board estimates the future cost of its environmental obligations to be \$6,100,000. In accordance with the Board's accounting policy, expenditures for environmental matters are recorded in the period in which they occur.

11. PENSION PLAN COSTS

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees' Retirement System, which is a multi-employer final average pay contributory plan. Employer contributions made to the plan during the period by the Board amounted to \$1,219,000. Those amounts have been included in the Revenue Fund Statement of Operations.

Not shown in the financial statements of the Board are the employer's contributions to the Teachers' Pension Plan. The funding for such is provided directly by the Provincial Government.

12. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. The membership period is for five years, ending December 31, 2001.

13. RETIREMENT GRATUITIES PLANS

Employees may become entitled to cash payments when they leave the employment of the Board for purposes of retirement providing they meet the prescribed age or service requirements. Retirement gratuities of \$7,736,000 were paid in 1998. An amount of \$1,538,000 is provided by way of reserve funds. The amount of the total liability in respect of employees who meet the vesting requirements of the plans at the end of August 1998 is estimated at \$34,718,000. Notwithstanding the use of reserve funds, recognition for General Legislative Grants purposes continues to be made in respect of the actual amounts paid to employees.

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 1998**

14. SALARY NEGOTIATIONS

At August 31, 1998, salary or wage agreements were not settled for the following bargaining units:

Elementary Teachers' Federation of Ontario, (E.T.F.O.), Hamilton-Wentworth Teachers' Local
E.T.F.O. - Elementary Occasional Teachers
Ontario Secondary School Teachers' Federation, (O.S.S.T.F.), Hamilton-Wentworth District 21
O.S.S.T.F. - Office, Clerical and Technical Bargaining Unit (O.S.S.T.F. - O.C.T.U.)
O.S.S.T.F. - Secondary Occasional Teachers
O.S.S.T.F. - English as a Second Language Instructors
Canadian Union of Public Employees, (C.U.P.E.), Local 4153
Professional Student Services Personnel, (P.S.S.P.)
Office and Professional Employees International Union, (O.P.E.I.U.) - Educational Assistants
Laborers' International Union of North America, (L.I.U.N.A.)

A provision based on the results of these negotiations is not included in the financial statements.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
TRUST FUNDS
BALANCE SHEET
AUGUST 31, 1998

	\$
Cash	20,358
Investments	65,073
Balance	<u>85,431</u>

STATEMENT OF CONTINUITY
FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1998

Balance at beginning of period	84,472
Capital received	550
Interest earned	3,604
	<u>88,626</u>
Award payments	3,195
Balance at end of period	<u>85,431</u>

SUMMARY OF INDIVIDUAL TRUST FUNDS
AUGUST 31, 1998

A. K. King Award	1,667
Alumni Award	1,507
CGA Hamilton Award	114
Cheryl Anne Facey Award	12,998
E. Basadur Award	2,246
E. M. Ottman Award	401
E.A. & W. C. Ryckman Award	1,035
Ernie Weeks Male Athlete of the Year Award	2,508
Former Waterdown High School Award	1,467
Great War Memorial Award	1,831
H. B. Craig Award	19,988
Hope Lee Award	3,308
J. L. Gibson Award	3,604
J. Mills Award	1,745
L. Pocklington Award	191
Mollica Award	1,024
Nugent Award	13,479
Old Valley School Award	2,377
Ray McCormick Award	1,769
Russell J. Wood Award	715
Weeks Shield Award	2,509
William J. Summers Award	8,948
	<u>85,431</u>

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The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by _____

That the Education Development Charges Reports dated December 31, 1998 and January 31, 1999 be received and filed

Rationale:

Attached are the Education Development Charges Report for the months of December 1998 and January 1999. The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

[Handwritten signature]

DG/GdeJ
1999-02-08

attach

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EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING DECEMBER 31, 1998

RESIDENTIAL

		HWDSB	HWRCSB	TOTAL
A.	BALANCE, beginning of month	\$1,795,252.49	\$744,067.17	\$2,539,319.66
CURRENT MONTH				
B.	Collections:			
	Ancaster	12,100.51	5,504.00	17,604.51
	Dundas	5,294.00	1,032.00	6,326.00
	Flamborough	4,537.70	10,320.00	14,857.70
	Glanbrook	26,469.92	12,040.00	38,509.92
	Stoney Creek	9,075.37	22,704.00	31,779.37
C.	Interest	7,149.70	2,963.29	10,112.99
D.	Withdrawals	0.00	0.00	0.00
	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,859,879.69</u>	<u>\$798,630.46</u>	<u>\$2,658,510.15</u>

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING DECEMBER 31, 1998**

COMMERCIAL

		HWDSB	HWRCSB	TOTAL
A.	BALANCE, beginning of month	\$799,762.18	\$321,602.66	\$1,121,364.84
CURRENT MONTH				
B.	Collections:			
	Ancaster	20,941.73	2,256.75	23,198.48
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	2,867.00	2,867.00
	Glanbrook	21,310.96	9,669.00	30,979.96
	Stoney Creek	8,972.20	4,092.75	13,064.95
C.	Interest	3,160.17	1,270.77	4,430.94
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$854,147.24</u>	<u>\$341,758.93</u>	<u>\$1,195,906.17</u>

11-3

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JANUARY 31, 1999

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$1,859,879.69	\$798,630.46	\$2,658,510.15
CURRENT MONTH				
B.	Collections:			
	Ancaster	18,150.76	17,544.00	35,694.76
	Dundas	756.29	1,720.00	2,476.29
	Flamborough	3,025.14	0.00	3,025.14
	Glanbrook	10,587.97	4,816.00	15,403.97
	Stoney Creek	74,872.16	13,416.00	88,288.16
C.	Interest	7,386.79	3,171.88	10,558.67
D.	Withdrawals	0.00	0.00	0.00
	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,974,658.80</u>	<u>\$839,298.34</u>	<u>\$2,813,957.14</u>

11-4

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JANUARY 31, 1999**

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$854,147.24	\$341,758.93	\$1,195,906.17
CURRENT MONTH				
B.	Collections:			
	Ancaster	5,558.00	19,219.50	24,777.50
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	0.00	0.00
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	1,146.34	495.00	1,641.34
C.	Interest	3,338.98	1,335.99	4,674.97
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u><u>\$864,190.56</u></u>	<u><u>\$362,809.42</u></u>	<u><u>\$1,226,999.98</u></u>

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Employee Expense Policy

Recommended Action:

Moved by _____

That the draft Employee Expense Policy dated February 18, 1999 be referred to the Joint Advisory Committee

Rationale:

The attached draft Employee Expense Policy has been prepared based on a review of the policies of the former Hamilton Board of Education, Wentworth County Board of Education and the City/Region of Hamilton-Wentworth. This policy will complement the Trustee Expense Policy, which was approved by the Board on January 29, 1998.

It should be noted that very limited opportunity has been afforded for system input to the drafting of this policy. However, it is anticipated that the process of review by the Joint Advisory Committee will provide a forum for such input.

The draft Employee Expense Policy, if approved, will replace the following policies:

Hamilton Board:

- Travel Reimbursement

Wentworth County:

- Policy 7.03 Expense Claim Reimbursement
- Policy 10.1.08 Motor Vehicle Travel Allowance

DG/GdeJ
1999-02-09

attach.





DRAFT

Policy No. 0.00

EMPLOYEE EXPENSE POLICY

Date Approved: 1999 00

Projected Review Date: 2000 00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to reimburse personnel for reasonable costs incurred while on Board business, in accordance with the Operating Procedures.

RESPONSIBILITY: Superintendent of Business and Treasurer

OPERATING PROCEDURES:

1. The overriding principle covering reimbursement of expenses is that personnel shall be reimbursed the actual cost for reasonable expenses incurred on authorized Board business. Reimbursement will include costs incurred by personnel for registration fees, travel, long distance charges, meals, and accommodation when attending approved conferences, conventions, seminars, and workshops.

2. **Registration Fees:**
Subject to prior approval of the appropriate superintendent and budget availability.

All costs associated with a conference or professional development activity are to be charged against the appropriate staff development budget: registration, replacement coverage, meals, accommodation, travel and other.

Advance discounts should be realized on registration fees where possible.

3. **Travel:**
Employees are encouraged to travel by the most economical mode whenever feasible.

Travel costs by private automobiles will be reimbursed for kilometres travelled at the rate applicable to employees of the provincial government for travel in Southern Ontario (rate as of _____ is \$0.30 per kilometre).

All other modes of travel will be approved at the economy rate. For distances in excess of a radius of 150 km, the Board will reimburse the lesser of the cost for private automobile or the economy rate for air, train or bus fare.

Transfer fees to and from transportation terminals at points of departure and arrival by the most economically feasible method, including parking are eligible costs.

Shared transportation is encouraged when appropriate.

3. Travel (cont.)

Travel distance shall be measured between the employee's regular place of employment and the location to which the employee travelled.

Reimbursement for travel is not eligible for attendance at the following Board organized activities:

- School sponsored activities: field trips, athletic events, etc.
- Department Head meetings
- Professional development activities on teacher P.D. days as identified in the school year calendar
- Participation in School and Department meetings and activities
- Unauthorized travel
- Travel between home and regular place of employment

4. Meals:

The cost of meals will be reimbursed up to the rate applicable to employees of the provincial government. Government rates as of _____ are as follows:

Breakfast	\$ 6.75
Lunch	9.25
Dinner	18.00
Or per diem	34.00

5. Accommodation:

Where overnight accommodation is required, reasonable room, parking and telephone costs will be recognized for reimbursement.

6. Claim Procedures:

Claims for reimbursement of expenses shall be submitted for approval to the Superintendent of Business and Treasurer on the appropriate form. This form must be signed by the claimant, the appropriate Principal/Supervisor and the appropriate Superintendent before submission to the Superintendent of Business and Treasurer for payment.

Original receipts are required to support all claims.

Typically claims are prepared on a monthly basis. Expense claims not submitted by the September 15th following the fiscal year in which the cost was incurred will not be processed.

REFERENCE: Education Act, Section 170 (1) 3.

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Chair of the Year 2000 Committee

Re: Update: Year 2000 Readiness

Recommended Action:

Moved by: _____

That the update report regarding Year 2000 readiness be received for information purposes.

Rationale:

Executive Council established the Year 2000 Committee to mitigate against potential problems resulting from the year 2000 challenge. Attached is a copy of the Terms of Reference for this committee (see Appendix A).

The committee has surveyed board staff in an effort to identify as many potential Year 2000 issues as possible. Appendix B provides a listing of the issues identified at this point in time. This appendix also indicates the action the committee will undertake in response to each issue and the progress to date. Assessment of these issues is at various stages. It is anticipated that further work will be identified and undertaken as more information is available.

In addition, the committee has recommended to the School Year Calendar Committee that the January 2000 school start date be deferred beyond the January 3rd date listed in the Ministry of Education and Training's calendar. This recommendation should not provoke undue alarm concerning our year 2000 readiness. However, this delay would be a prudent course of action to build a buffer period into the schedule that would allow for the identification, assessment and possible correction should year 2000 problems be experienced.

DG/GdeJ
1999-02-04

attach



The Hamilton Wentworth District School Board

Year 2000 Readiness

Goal

To ensure that The Hamilton-Wentworth District School Board is Year 2000 ready by September 30, 1999.

Action Plan and Timetable

1. **Inventory:** October 31, 1998
 - Identify all computer hardware and software, devices, and equipment with embedded chips, that contain date-dependent code.

2. **Organization-wide Impact Assessment:** November 30, 1998
 - Assess the importance of the systems that employ date-dependent code, in terms of the impact on the organization if they were to fail.
 - Consider other sources of risk, such as dependence on suppliers, interconnectivity with other organizations and the expectations of regulators.
 - Review insurance coverage.

3. **Develop Conversion Plan:** Dependent on outcomes of 1 & 2
 - Develop detailed plan and timetable to address critical issues.
 - Take internal issues into consideration: personnel, cost, procedures for dealing with data, data conversion management, implementation and change control, testing and making sure that the entity does not violate software agreements.
 - Communication of the plan within the organization.
 - Provide for external issues.
 - Not only ensure that all be Year 2000 compliant, but that systems are compatible to support the effective exchange of electronic data.

3. Develop Conversion Plan (cont.)

- Progress against the plan needs to be monitored and action taken to amend the plan in light of any slippages or any unexpected developments.
- Report status of Year 2000 readiness to Executive Council on a regular basis.

4. Contingency Planning:

- Identify key operating and business systems. Consider contingency plan should critical systems not be Year 2000 compliant in time.

Implementation

Establish a small committee, as follows, to implement and monitor Year 2000 Action Plan.

- Tony Cupido, Superintendent of Plant Services
- Michael Burjaw, Manager of Purchasing
- Bud Rudyk, Manager of Computer Services
- Don Grant, Superintendent of Business and Treasurer

The Hamilton-Wentworth District School Board

Year 2000 Readiness Issues to Address

Responsibility	Issue	Status
	Mainframe computer equipment and operating systems: IBM ES9000 Digital microvax	Collecting data
Larry McDonald	Internet routers: ▸ prepare listing of routers indicating location, vendor, model and quantity ▸ request vendor to confirm if any Y2K issues exist	Vendor is investigating
Tony Cupido	Building automation systems ▸ prepare description of what a building automation system is ▸ prepare listing of systems indicating location and type ▸ request manufacturer to confirm if any Y2K issues exist ▸ for Y2K issues identified note plan/timeline to address	Ongoing
Michael Burjaw	Intercom systems: ▸ prepare listing of systems indicating location, vendor, model and quantity ▸ request vendor(s) to confirm if any Y2K issues exist	
Michael Burjaw	Telephone systems: ▸ prepare listing of systems indicating location, vendor, model and quantity ▸ request vendor(s) to confirm if any Y2K issues exist ▸ request Bell Canada to confirm if any Y2K issues exist	
Tony Cupido	Elevators: ▸ review with staff to assess Y2K impact	Ongoing
	Desktop computers and board-wide software applications: Personal computer hardware Word Processing Spreadsheet Electronic mail	
Michael Burjaw	▸ connect with provincial school board group assessing this issue	
Michael Burjaw	▸ verify that 85 - 90% equipment is either IBM or Choice 2000 ▸ request IBM and Choice 2000 to confirm if any Y2K issues exist	

Appendix B

Larry McDonald	▶ basic testing of Microsoft application products ▶ basic testing of Corel suite products ▶ prepare description of basic testing undertaken	In the process of testing
	▶ individual Managers/employees must take responsibility to assess and address specific applications they have developed that are date-sensitive, i.e. the use of dates in a spreadsheet calculation.	
Larry McDonald	▶ review with staff to assess Y2K impact on operating systems	
Michael Burjaw	Postage meters ▶ review with staff to assess Y2K impact	
Tony Cupido Michael Burjaw Both	Security system: ▶ prepare listing of security systems indicating location and vendor - City ▶ prepare listing of security systems indicating location and vendor - County ▶ request vendor(s) to confirm if any Y2K issues exist.	Scheduled completion end of February
Larry McDonald	Computer systems (in-house) ▶ prepare listing of systems for next meeting	Complete
Larry McDonald	Computer systems (purchased) ▶ prepare listing of systems for next meeting	In progress
Michael Burjaw	School Automatic Clocks ▶ review with staff to assess Y2K impact	
Tony Cupido	Automatic Lighting ▶ review with staff to assess Y2K impact	Ongoing
Tony Cupido	Fire Alarms ▶ review with staff to assess Y2K impact	Ongoing
Tony Cupido	Union Gas ▶ request Union Gas to confirm if any Y2K issues exist	Letter to Union Gas by end of February
Tony Cupido	Hydro ▶ request hydro suppliers to confirm if any Y2K issues exist	Letter to Hamilton Hydro by end of February

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: February 18, 1999
Subject: INFORMATION TECHNOLOGY LONG RANGE PLANS

Recommended Action:

Moved by _____, that the Information Technology Long Range Plan be approved.

Rationale:

-attached.

W Joudrie

INFO-TECH LONG RANGE PLAN

The Hamilton-Wentworth District School Board was created in January, 1998. As part of the overall amalgamation strategy a group of Transition Committees were established. The Information Technology Transition Committee designed an Information Technology Policy which was approved by the Board in December 1998. One of the key elements of the Policy was:

OPERATING PROCEDURES:

1.0 Information Technology includes:

- Computer Infrastructure
- Curriculum Resources
- Support- curricular and technical

Information Technology is a sub-set of Information Skills.

The Superintendent with responsibility for classroom computers will be responsible for developing and implementing a long-range plan for information technology which meets system goals.

As part of the development of the Long Range Plan a needs assessment survey (Appendix 1) was distributed to all schools. The results of the surveys were compiled and provide data with respect to computer ratios, comfort level, access to hardware, access to software and staff development (Appendix 2).

This data was used by the Info-Tech Team to analyze Strengths, Weaknesses, Opportunities and Threats within the information technology area in The Hamilton-Wentworth District School Board. The following table is a summary of their observations:

	ELEMENTARY	SECONDARY
STRENGTHS	• Comfort level—69% reasonably or very comfortable • Staff Development—84% some or sufficient opportunities	• Average Ratio 9.8:1
WEAKNESSES	• Access Hardware—21% suff. access • Access Software—19% suff. access • Lack of Communication • Large Schools Disadvantaged • Average Ratio 13.5:1 • Support in Health, Music, Fr.Imm.	• Inconsistent Access within School Env. • Emphasis on Hardware over Curriculum • Inconsistent Reporting of Data
OPPORTUNITIES	• Consensus re: Math/Science/Tech needs • Software needs at Inter. Level • Special Education needs	• Staff Development delivered by School or Dept. • Opportunity to Revisit Vision of Use (Sec. Ref.)
THREATS	• Attitudes in Ed (too many changes) • Internet Service • Technical Service • Novell Networked 386's • Two Operating Environments • Inequities within System (32.6:1—3.5:1)	• Attitudes in Ed (too many changes) • Internet Service • Technical Service • Two Operating Environments • Inequities within the System (18.8:1—4.5:1 ratios)

POLICY STATEMENT

It is the policy of the Hamilton-Wentworth District School Board to ensure that students will have equitable opportunities to develop Information Technology Skills, in our schools, to achieve approved educational goals through the provision of appropriate structures, curriculum resources and support.

INFRASTRUCTURE:

The Infrastructure portion of the Long Range Plan is heavily dependent upon budget. The new Provincial Funding Model provides for an expenditure in this area which is dependent upon the number of students enrolled in our schools. The "multiplier" for elementary is \$43/student and for secondary is \$56/student. Based upon these factors the budget for 1998-99 is \$2,751,093.

Prior to amalgamation the City Schools entered into a series of leases with IBM. The leases extended for four years. As a result a major portion of the Computer Hardware budget will be used to finance the lease payments. The impact of the leases will be felt for up to three additional years at a diminishing rate as the leases expire.

During the Secondary Teachers Collective Agreement negotiations a portion of the Classroom Computer Budget was committed to help finance the Agreement. The amount committed was \$150,000. This was to be a one-time event with future funding to be derived from areas other than computers.

The following table shows a five year projection of the funds dedicated to Computers/Hardware for the Classroom based upon stable funding:

	98-99	99-00	00-01	01-02	02-03
Budget \$	2751000	2751000	2751000	2751000	2751000
Lease \$	2259746	2079392	1130355	593761	197920
Sec. Agr.	150000				
Avail. \$	341254	671608	1620645	2157239	2553080

SPECIFIC INFRASTRUCTURE GOALS

- 1. We will improve the computer/student ratio in all schools.**
- 2. We will provide quick and reliable E-mail and Internet Services to all schools.**
- 3. We will provide increased network accessibility to classrooms in all schools.**

Year 1:

1. Move all Elementary Schools up to a minimum of an 18:1 ratio through the provision of 120 new computers for the system.
2. Investigate alternatives for the enhancement of our current E-Mail and Internet services and implement appropriate solutions.
3. Provide network access to 80% of all classrooms in 10 percent of all schools.

Years 2-5:

1. Using a staged process, move all Secondary Schools to a minimum of an 8:1 ratio and all Elementary Schools to a minimum of a 10:1 ratio of students per computer.
2. Continue to monitor the performance and needs with respect to E-Mail and Internet Services. Modify and enhance as needed.
3. Using a staged process, provide network accessibility to 80% of the classrooms in all schools.

CURRICULUM RESOURCES:

The Curriculum Resources budget for The Hamilton-Wentworth District Board of Education for the 1998-99 year was based upon the funding model and the past practices of the former Boards.
The allocation for 1998-99 is \$165 000

SPECIFIC GOALS

1. We will maximize the software and resource allocation through the provision of quality, standardized software and materials to all schools.
2. We will provide automated Library services to all schools within the next 5 years.

Year 1:

1. Elementary Allocation: \$60 000
 - Designing guides and support materials
 - Provision of In-service Training
 - CD-ROM's, CD Kits
 - IT Newsletters
 - Software Manuals
 - Purchase of System Software Licenses through consultation with System Software Committee.
2. Secondary Allocation: \$40 000
 - \$2 000/school
 - Proposals based upon Secondary Reform Plans.
3. Library Automation: \$65 000
 - Roll out plan for the automation of School Libraries, Paikin Library, Kits and Media Services.

Years 2-5:

1. Yearly software allocations will be panel specific based upon student enrolment. T.B.D.
2. Continue to roll out to Library automation program.

CURRICULUM SUPPORT:

Curriculum Support will be provided by the Info Tech Team. Currently we have a four member team (One Consultant and three Special Assignment Teachers). The team has been busy throughout 1998-99 addressing many of the areas listed below:

SPECIFIC GOALS:

1. We will provide training and support in the provision of Electronic Assessment and Reporting to all schools.
2. We will provide monthly training sessions for all Information Technology Contacts (ITC's).
3. We will provide Orientation, Skill Development and Leadership Training for all Teaching Staff.

Year 1:

1. Provide Support of Instructional Services Departments
2. Liaison With Continuing Education (Computers for Schools, Eden)
3. Provide support for ITC's
4. School Support
5. Teacher Support
6. In-service Training
7. Liaison with Technical Services
8. Liaison with Provincial Associations
9. Development of resources to support the integration of IT into The Ontario Curriculum.

Years 2-5:

The projects and support will vary from year to year based upon system and staff needs. An annual Action Plan will be developed and implemented in concert with system needs and resource allocations. T.B.D.

TECHNICAL SUPPORT:

SPECIFIC GOALS: We will provide quick, responsive technical support to all schools.

Year 1:

The Technical Support model that will commence in January 1999 can best be called a Cluster Model.

The team of seventeen Technicians will support the systems Administrative and Classroom Computer needs. The Cluster format is a direct reflection of the Info Tech Transition Committee's recommendations in this area.

The Technical Support Team includes one Supervisor, Two Hotline Technicians, Two Repair Desk Technicians, One Parts and Warranty Coordinator Technician, two Special Project Technicians, four Secondary Network Technicians and six Elementary Network Technicians.

Years 2-5:

The support structure will be modified on an ongoing basis to meet the needs of the system over time. Most of the technicians will be rotated through a variety of positions on a yearly basis to ensure consistency within the system. This will help to protect the Board through a cross-training strategy. T.B.D.

FUTURE DIRECTIONS:

The *Draft* Long Range Plan was based upon the Needs Survey and an analysis by our I.T. Team. It could be described as an Operating Plan in that it will move the Board in a positive direction over time. The element of the Plan that is not specifically addressed is the far-reaching vision of what Information Technology could do or be in the context of the Hamilton-Wentworth District School Board.

The funding allocation for infrastructure will become progressively greater over the next few years. Prior to committing to these funds, we will be convening a number of focus groups to study, create and define the *vision* for Information Technology. This *vision* will have a direct impact on the allocation of time and resources in ensuing years.

WJ/id
01/99

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: YORKVIEW CREATIVE PLAYGROUND
DATE: 1999 02 18

Recommended Action:

Moved by: _____ that the Yorkview Home and School Playground Committee be permitted to install a creative play structure on the Yorkview Public School grounds as outlined in the report.

Background:

Reference is given to the attached correspondence from the Yorkview School Principal and the President of the Home and School Committee.

This request was approved by the Executive Council at their meeting of February 5, 1999.

Provision will be made to ensure that a routine maintenance program is established.

mb

15-1
Yorkview Public School
86 Cameron Avenue
Dundas, Ontario.
L9H 1P8 628-8212
Fax # 628-8234
November 30, 1998



Bruce Thomson
Manager of Plant

Dear Mr. Thomson:

Yorkview's Home and School's Playground Committee has been working very hard planning and fundraising for a creative play structure for the school grounds. We have a proposed design, have reached the two-thirds mark in our fundraising goal of \$30,000.00, and felt it was time to seek Board approval.

Please find the attached design sketch. We will be putting the design to tender with companies that abide by C.S.A. guidelines for playground structures. The base will be Fibar (or equivalent) wood chip hardwood mulch, 12 meters by 24 meters. The proposed location is adjacent to the tarvia on the east side of the building. We are not seeking financial support from the Board, other than routine maintenance.

Your prompt consideration of this proposal would be appreciated as we intend to apply to service clubs for grants, some of which end their fiscal year Dec. 31, 1998. Therefore, we are requesting approval in principle by Dec. 15, 1998. Please notify our principal, John Harrison, regarding your decision.

Thank-you for your consideration.

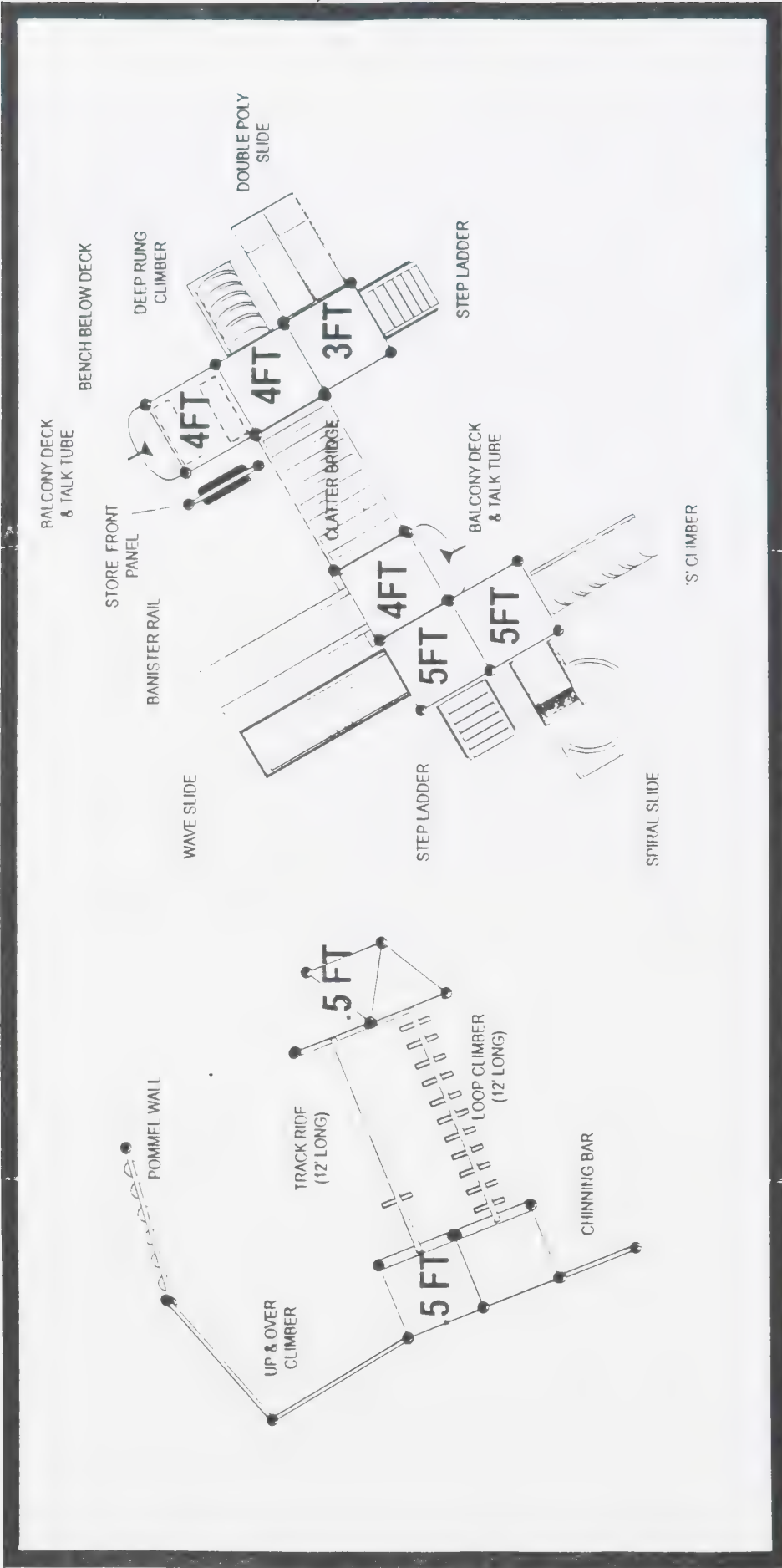
John Harrison
Principal
Yorkview Public School

Kathleen Henderson
President
Yorkview Home and School

c.c. Mr. Ken Bain

24m

12m



TO: Merv Matier, Director of Education and Secretary

FROM: A. Cupido, P. Eng., Superintendent of Plant Services
D. O'Connor, P. Eng., Manager of Building Renewal and Construction

RE: **SCHOOL FACILITY RENEWAL PROGRAM – PROJECTS FOR 1999
SCHOOL YEAR**

DATE: 1999 02 18

Recommended Action:

Moved by: _____ seconded by _____ that the Superintendent of Plant Services be permitted to proceed with the Life Safety System Projects (Fire Alarm and/or Emergency Exit Lighting) listed in Appendix 1, Public Address System projects listed in Appendix 2 and, Electrical Service Upgrade projects listed in Appendix 3 and to award the specified projects to the noted low bidders.

Background:

The school facility renewal projects listed in the Business Committee report of December 10, 1998, included a general provision for:

- (i) Emergency Exit Lighting/Fire Alarm System Replacements - \$300,000.00
- (ii) P. A. system Replacements - \$60,000.00
- (iii) Electrical Service Upgrades - \$100,000.00

Specific school projects have been identified and several projects have received quotations and the low bidder is being recommended as noted in the Appendices.

It should be noted that several of these projects are carry-overs from last year and were unable to commence due to budget limitations in the Stub Year.

The Life Safety System projects are mandatory to ensure Fire Code compliance.

LIFE SAFETY SYSTEMS

(F/A = Fire Alarm, E/E = Emergency Exit Lighting)

LOW BIDDER

Burkholder Drive	F/A	C. Wallingham Electric Inc.	\$ 16,800.00
Dalewood	F/A	Wallingham	\$ 42,700.00
Roxborough Park	F/A	Wallingham	\$ 19,800.00
W. H. Ballard*	F/A	Wallingham	\$ 9,000.00
Woodward Avenue	F/A	Wallingham	\$ 14,000.00
Lawfield	F/A & E/E	Wallingham	\$ 36,700.00
Westwood	E/E	Davidson Electric	\$ 17,200.00
Norwood Park	E/E	**	\$ 21,300.00
Peace Memorial	E/E	**	\$ 21,600.00
Queen Victoria	E/E	**	\$ 17,800.00
Ridgemount	E/E	**	\$ 15,200.00
Sir Isaac Brock	E/E	**	\$ 17,800.00
Thornbrae	E/E	**	\$ 15,300.00
Viscount Montgomery	E/E	**	\$ 28,800.00
			\$ 295,000.00
Contingency			\$ 5,000.00
Total			
			\$ 300,000.00

* Additional requirement of Hamilton Fire Prevention Department and Hamilton Building Department for smoke detectors at auditorium ceiling.

** Plant Department estimate. Drawings to be prepared and tendered.

APPENDIX 2

PUBLIC ADDRESS SYSTEMS

Dr. J. Seaton	***	\$ 8,000.00
Fairview	***	\$ 6,000.00
Ryerson	***	\$ 8,000.00
Parkside Secondary School	***	\$ 18,000.00
Sir John A. Macdonald Secondary	***	\$ 18,000.00
		<u>\$ 58,000.00</u>
Contingency		\$ 2,000.00
Total		<u><u>\$ 60,000.00</u></u>

APPENDIX 3

ELECTRICAL SERVICE UPGRADES

Ancaster High Secondary	***	\$ 84,000.00
Orchard Park Secondary	***	\$ 12,000.00
		<u>\$ 96,000.00</u>
Contingency		\$ 4,000.00
Total		<u><u>\$ 100,000.00</u></u>

*** Plant Department estimate.

CA3 ON HW W26
A33B
1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

BUSINESS COMMITTEE

March 11, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of February 18, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

ACTION ITEMS:

5. Study Area Accommodation Review Action Plan
6. Zone One Study Area Committee Report
7. Future Use of Grange and Maple Lane Schools
8. Summary Report - Alternative Sources of Funds for New School Construction
9. Carrier Contracts – Three-Year Term
10. Business Management 2000 – Three-Year Agreement
11. Office Renovation Plan
12. Comprehensive Energy and Water Reduction Program - Basket Three
13. Computer Ratio by School
14. Interim Catchment Areas for the 1999-2000 School Year
French Immersion Senior Kindergarten Registration
15. Planning Report
16. Survey Request from Statistics Canada (Third Cycle)

D. Grant
K. Bain
K. Bain
D. Grant
D. Grant
D. Grant
D. Grant
A. Cupido
W. Joudrie
K. Croxall
D. Grant
M. Matier

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

17. Public Questions for Clarification

Future Meetings:

Board	March 25, 1999	8:00 p.m.
Special Education Advisory Committee	March 24, 1999	7:15 p.m.
Education Committee	April 8, 1999	7:00 p.m.
Board	April 15, 1999	8:00 p.m.
Business Committee	April 22, 1999	7:00 p.m.
Board	April 29, 1999	8:00 p.m.
Special Education Advisory Committee	April 28, 1999	7:15 p.m.

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**MINUTES OF THE BUSINESS COMMITTEE
FEBRUARY 18, 1999**

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle (left at 8:10p), Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), K. Bell (Superintendent of Education – City West), E. Bond (Superintendent of Education- Secondary East), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance: D. Sage, Manager of Accommodation and Planning.
I. Polidori, Manager of Finance

The Chair called the meeting to order at 7:00 p.m.

2. Approval of the Minutes

It was moved by W. Hicks: That the minutes of January 21, 1999 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Update re Waterdown District High School/YMCA Access

Responding to H. Bullock's request, A. Cupido apprised the members about the discussion with the YMCA last week, noting that the results of a traffic study which was conducted in the vicinity of the proposed access are awaited, particularly the impact of this project to the community.

4. Approval of the Agenda

It was moved by H. Bullock: That the agenda be approved.

CARRIED.

The Chair welcomed the large audience who came to hear the report on Zone Boundaries. In explaining the Rules of Order for Standing Committees, L. Orban noted that only the Business Committee members can make motions and vote. She clarified further that any recommendations/motions passed tonight will be debated and subject to approval at the regular Board meeting on Thursday, February 25, 1999.

At this point in the meeting, the Chair of the Board advised that the Ontario Public School Boards' Association (OPSBA) meeting which was scheduled for Saturday, February 10, 1999 at the Education Centre had been cancelled.

ACTION ITEMS:

5. Zone Boundaries

D. Grant reviewed the report and then responded to the members' questions.

Several trustees commended the efforts of the officials in the development of the detailed report before the members tonight. Appreciation was also expressed for the valuable input from the zone committees and other stakeholders in the community.

Although the report could be a "floating document" at this time, some members felt that the recommendations provide an appropriate compromise until the new board has completed its initial task of looking at accommodation issues. They asked for the community's indulgence as this is only the starting point for a long process of looking at the issue.

Stating his preference to consider the recommendations in the report separately,

It was moved by W. Hicks: [Recommendation 1] That the purpose of the Education Service Zones simply be recognized as a means by which to accomplish a study of the accommodation issues stated in the Zone Committees' approved Terms of Reference. [Note: The phrase "Education Service Zones" was changed to read "zone study areas" later in the discussion.]

In reply to one members' query regarding school catchment area, D. Grant drew attention to the following bullets (7 and 8) from the mandate of the Zone School Closure Review Committee, affirming these to be consistent with the intent of Recommendation 1:

- Prepare recommendations to rationalize and redefine school catchment areas.
- Provide suggestions on the implementation of the new catchment areas.

The Director assured the members that the recommendations outlined in the report would not in any way limit discussion on the issue nor restrict flexibility in terms of the catchment areas.

Suggestions for further review and consideration were offered as follows:

- Develop an action plan and operating procedures to ensure timelines are met
- A closer review of the zone structure for secondary schools, particularly in terms of student access to vocational and other specialized programming.
- Consideration of the previous boards' accommodation structures and needs.

With regard to vocational education, E. Bond indicated that a committee is currently reviewing the program's accommodation issues and a report with recommendations regarding program and model delivery is forthcoming to the Board for consideration in March.

To the motion, **CARRIED UNANIMOUSLY.**

It was moved by H. Bullock: [Recommendation 2] That the zone study area definitions not be regarded as a long-term planning tool until the initial accommodation review process is accomplished.

In response to concerns regarding the limiting intent of the recommendation, the Director suggested that the phrase "until the initial accommodation review process is accomplished" be deleted. H. Bullock accepted this as a friendly amendment to her motion.

To the motion, as follows, **CARRIED.**

It was moved by H. Bullock: That the zone study area definitions not be regarded as a long-term planning tool.

It was moved by L. Peddle: [Recommendation 3] That the Board approve the revised zone definitions on Exhibit i.

One member noted his concerns with Zones 1 and 9, stating he could not support this recommendation until he is assured that consultation with the specific communities in these areas had taken place.

K. Waters clarified that the restructuring of the zone areas was based on existing school feeder patterns.

In addressing the members' concerns and for consistency in terms of the wording and intent of the recommendations, L. Peddle suggested that any terminology referring to zones/zone definitions be changed to read "zone study areas". The members agreed with the amendments; thus, Recommendations 1 and 3 would then read as follows:

Recommendation 1: That the purpose of the zone study areas simply be recognized as a means by which to accomplish a study of the accommodation issues stated in the Zone Committees' approved Terms of Reference.

Recommendation 3: That the Board approve the revised zone study areas as illustrated on Exhibit i.

To the motion on the floor, **CARRIED, 4 IN FAVOUR, 1 OPPOSED.**

When the discussion returned to the need for operating procedures and action plan, D. Grant recalled that an overall action plan has been in place and this could provide the guidelines for officials and staff. He added that the issue on how to rationalize the terms of reference of the Zone School Closure Review Committee would be discussed at the Executive Council meeting tomorrow.

One trustee voiced her wish to expedite the timing relative to the work of the Zone Review Committees, suggesting a special meeting of this Committee may be necessary to consider this. The Director agreed to take this under advisement.

One trustee suggested that the committee may want to provide guidance relative to:

- appropriate school closure criteria and
- the extent to which school closures should be pursued.

It was noted that the School Closure Policy provided principles that would serve to guide school closure decisions. In addition, several members expressed concern about impeding the work of the zone review committees.

A trustee also suggested that the committee consider requesting a report that would indicate the funding options open to the Board for expenditures related to new school construction. It was noted that such a summary report would be of assistance to trustees in communicating with the public.

It was moved by H. Bullock: That a summary report on alternative means of acquiring funds for the purpose of new school construction be brought to the Business Committee.

Some trustees felt the information requested was already known, i.e. the reduction of pupil places, petitioning the provincial government regarding the legislation on the education development charges (EDC) and the selling of board sites.

It was clarified for the members that a report on the disposition of some board sites/lands will be brought to the Board in the future.

To the motion, **CARRIED UNANIMOUSLY.**

L. Peddle left the meeting at 8:10 p.m.

6. Consolidation of Red Hill and Elizabeth Bagshaw Schools

In presenting the report, W. Joudrie noted the following:

- the input/feedback from the community will be closely reviewed and considered in the development of the recommended action.
- Executive Council will discuss any potential need for additional staff/support in dealing with this issue.

It was moved by R. Woodworth: That a School Consolidation Committee be formed to study the impacts and make recommendations with respect to the consolidation of Red Hill and Elizabeth Bagshaw Schools.

The Chair invited comments from J. Rogers as the two schools are within his ward.

J. Rogers shared the members' appreciation for the efforts of the officials and the community, expressing his hope that a positive collaboration will permeate the whole process. Noting the historical significance of Red Hill School, J. Rogers was confident that our board will be able to find new usage for this school. He then called on the members for their support tonight to enable the process to proceed as outlined in the report.

To the motion, **CARRIED.**

7. Planning Report

D. Sage presented the report.

Relative to the signage to indicate the students are likely to be redirected to schools outside of the area with available capacity, one trustee suggested changing the word "warning" to "advising" in Appendix A.

Several trustees raised their concerns with the escalating impact of the proposed developments to student accommodation in some schools, particularly for Janet Lee and Mountain View Schools.

D. Sage explained that the Board has the authority to object to the approving authorities' recommendation to accept proposals. The Region, upon receipt of the objection, will prepare and file the application to the Ontario Municipal Board (OMB) for hearing. There has been a change in the process whereby the Region no longer acts as a mediator; objections to development proposals are now sent directly to OMB. D. Sage noted that even if the Board signifies its objection to a proposal, it will delay but not likely stop the development. Associated costs will be incurred to file the objection and prepare both legal and planning arguments.

D. Grant remarked that an alternative solution would be for our board to develop a plan to work out strategies in conjunction with municipal and regional planning and ensure that our accommodation issues and concerns are effectively communicated to the various municipalities.

A trustee pointed out the need for the Board to make the developers and lobby groups aware of the inflexibility resulting from the legislation on education funding and site sale and acquisition.

It was moved by H. Bullock: That the recommended actions stated in the Planning Report for February 1999, with the exception of items f) and g), be approved.
CARRIED.

It was moved by H. Bullock: That the Board oppose the developments itemized in f) and g) of the Planning Report for February 1999.
CARRIED.

8. Selection of Insurance Broker

D. Sage presented the report and then provided the following responses to questions:

- Dalton Timmis Group has agreed earlier to a no-commission brokerage service until the Board has secured an insurance broker.
- The Board has the right to terminate its contract with the broker annually.
- Brokers were requested to provide the amount and compensation structure of the 1999 commission fee along with an outline of how future fees may be structured. Fee to be structured at 8% of total premium should not exceed \$25,000 for 1999. Future fees would remain consistent unless Board requirements differ from tender specifications.

It was moved by H. Bullock: That the insurance firm of Dalton Timmis Group be selected to provide the Board with broker services.
CARRIED.

9. Sir Wilfrid Laurier School - Construction of Soccer Fields

D. Sage reviewed the report and offered the following clarifications:

- Subject to satisfactory agreement being reached, the City anticipates that construction will begin in the spring.
- The City is entering into a similar agreement with the separate school board.
- Board staff will be looking closely at the following areas:
 - ⇒ sufficient consultation with the community and school staff prior to the construction
 - ⇒ implications to traffic, grass cutting responsibility/timelines, interruptions to the school
 - ⇒ having adequate insurance to cover for any liability on behalf of the Board

It was moved by W. Hicks: That the Hamilton-Wentworth District School Board authorize the Superintendent of Business and Treasurer to enter into a satisfactory joint use agreement with the City of Hamilton for the construction and long-term maintenance of three mini soccer fields at no cost to the Board. The joint use agreement will:

- be drafted in the form of a lease, with the annual lease sum of \$1.00 per annum
- be in a form satisfactory to the Board solicitor.

CARRIED UNANIMOUSLY.

10. 1998 Stub Year Financial Report

I. Polidori reviewed the details of the report, noting that our board has received a clean auditor's opinion from the Board's external auditors.

In explaining item 10 on Environmental Obligations under Notes to Financial Statements, A. Cupido indicated that the primary environmental issues included asbestos and buried oil tanks.

It was moved by W. Hicks: That the 1998 Stub Year Financial Report be received for information.

It was clarified that the significant accounting policies are the same as in prior years, except for:

- Clause 2(a) Accrual Accounting (iii) "No provision is made to record the estimated liability for environmental matters. Expenditures are recorded in the period in which they occur."
- For Clause 2(b) Prepaid Expenses, per the Ministry's requirement, the Board did not include these expenses in the 1998 Financial Statements; however, these costs were reflected in the balance sheet.

To the motion, **CARRIED UNANIMOUSLY.**

11. Education Development Charges

D. Grant presented the report, emphasizing that (a) the current regulations restrict usage of EDC monies to acquiring new sites; and (b) a consultant has indicated that school boards will not be eligible to pass an EDC by-law unless enrolment exceeds capacity.

Responding to a query, D. Grant advised that to-date there has been no response from the Ministry, other than an acknowledgement letter to the Board's request for permission to utilize EDC monies for new construction purposes.

It was moved by W. Hicks: That the Education Development Charges Reports dated December 31, 1998 and January 31, 1999 be received and filed.
CARRIED UNANIMOUSLY.

12. Employee Expense Policy

D. Grant reviewed the report. He noted that the travel and meal rates reflected in this draft policy were consistent with the rates set by the provincial government for its employees.

It was moved by R. Woodworth: That the draft Employee Expense Policy dated February 18, 1999 be referred to the Joint Advisory Committee.
CARRIED UNANIMOUSLY.

13. Update: Year 2000 Readiness

L. Orban requested R. Woodworth to assume the Chair to permit her to speak on this item.

L. Orban related some of the initiatives taken by utilities service providers, e.g. Hydro and Bell and many cities/provinces in preparation for Year 2000. She noted that insurance companies do not provide any provision for the Year 2000 in their policies.

Expressing her concerns with what could possibly occur on January 1, 2000, particularly the impact of the winter weather if there were heating problems in the schools, L. Orban encouraged

the Board to consider having a contingency plan in place to ensure our board will be prepared in addressing any potential problems by that time.

It was moved by L. Orban: That The Hamilton-Wentworth District School Board have a contingency plan in preparedness for the Year 2000.

In confirming that other school boards are preparing for this event as well, A. Cupido commented that January 1 and 2, 2000 will be Saturday and Sunday and school may resume on January 3, 2000 (after the Christmas break). Administration will need to have a plan in place where adequate staff will be on call to address any potential problems and ensure that schools will be functioning properly during that weekend and in time for the school opening. A. Cupido stated further that staff will make sure that the Board's security/automated systems in all its facilities are reviewed prior to January 1, 2000.

L. Orban resumed the Chair.

To the motion, **CARRIED, 3 IN FAVOUR, 1 ABSTAINED.**

It was moved by H. Bullock: That the update report regarding Year 2000 Readiness be received for information purposes.
CARRIED.

14. Information Technology: Long Range Plans

In reviewing the report, W. Joudrie noted his report did not include Appendices 1 and 2 as there was a need to re-distribute the Needs Assessment Survey forms to the schools. He agreed to share the survey results with the trustees as soon as these become available.

It was moved by H. Bullock: That the Information Technology Long-Range Plan be approved.
CARRIED UNANIMOUSLY.

15. Yorkview Creative Playground

A. Cupido presented the report.

It was moved by W. Hicks: That the Yorkview Home and School Playground Committee be permitted to install a creative play structure on the Yorkview Public School grounds as outlined in the report.
CARRIED.

16. School Facility Renewal Program – Projects for 1999 School Year

A. Cupido reviewed the report.

It was moved by W. Hicks: That the Superintendent of Plant Services be permitted to proceed with the Life Safety System Projects (Fire Alarm and/or Emergency Exit Lighting) listed in Appendix 1, Public Address System projects listed in Appendix 2 and, Electrical Service Upgrade projects listed in Appendix 3 and to award the specified projects to the noted low bidders.
CARRIED UNANIMOUSLY.

17. Trustee Representation on Tender and Quotation Policy Committee

D. Grant indicated that the process to establish this committee has begun. The committee will review the policies of the former boards and develop a new policy. Executive Council has approved the committee's terms of reference. He then noted the provision for trustee representatives on the committee.

L. Orban and H. Bullock (as back up) expressed their willingness to sit as trustee representatives on the Tender and Quotation Policy Committee.

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

Public Questions for Clarification

Nil.

Adjournment:

It was moved by R. Woodworth: That the meeting be adjourned, this being done at 9:35 p.m.

rt

ACTION ITEMS

BUSINESS COMMITTEE
1999 03 11

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Executive Council
Re: Study Area Accommodation Review Action Plan

Recommended Action:

Moved by: _____

1. That the Board approve the Study Area Accommodation Review Action Plan for the Study Area Committees dated March 5, 1999.
2. That for the initial review of the accommodation issue, study area committees be advised to complete a "School Closure Impact Study" for each school in the study area that is currently below 50% of capacity.

Rationale:

At the February 18, 1999 Business Committee meeting it was suggested that an action plan be developed regarding the accommodation review to be conducted by the Study Area Committees. Accordingly, Executive Council has formulated the attached Action Plan dated March 5, 1999 for Trustee consideration.

It should be noted that the resolution approved by the Board in October 1998 provided for the submission of the final report of these committees by September 1999. Further, the Terms of Reference for the committees was approved by the Board on November 26, 1998. The preparation of the action plan has, in the opinion of Executive Council, served to identify that it would be very difficult for the Study Area Committees to accomplish their mandate by September 1999. Consequently, the action plan separates the work of the committee as defined by the Terms of Reference into two phases: accommodation review to be completed by September 1999 and school catchment review to be completed by February 2000.

In reviewing the mandate of the study area committees, Executive Council anticipates that the committees may need assistance with the appropriate interpretation of the directives given. Guidance with respect to the intent of the Board regarding school closures would likely be of tremendous assistance to the committees.

When the October 22, 1998 Accommodation Review Report was prepared, the Ministry of Education and Training had established December 31, 1998 as a very significant date from a school closure perspective. The Ministry of Education and Training stated, "Boards will have an opportunity to reduce the capacity figures used in the determination of the Grants for New Pupil Places for 1999-00 and subsequent years if the board passes a resolution to consolidate specific schools at the end of the 1998-99 school year by December 31, 1998 and within 30 days of passing the resolution they offer the schools to be consolidated at no charge to their co-terminous boards or to the Ontario Realty Corporation...". This represented a once in a 25 year opportunity. Subsequent to the presentation of the Accommodation Report, the Ministry of Education and Training November 13, 1998 news release indicated that boards can make consolidation decisions on an ongoing basis, every year if necessary, and submit the information to the Ministry by December 31st to impact on capacity for the following year. This action complements the provision in the school closure policy for a periodic review of accommodation.

This change, introduced by the Ministry of Education and Training, enables District School Boards to adopt a manageable and measured approach to the school consolidation issue. The above recommended action is provided for trustee consideration in order to focus the study area committees on the schools where closure is most likely an issue, mitigate community anxiety regarding the extent of school closures and streamline the workload and effort required by the committees in this initial review. However, it should be noted that approval of this action will likely result in the Board not positioning itself to receive new pupil place grants as currently defined by the Ministry of Education and Training.

DG/GdeJ
1999-03-05
attach

The Hamilton-Wentworth District School Board

Study Area Accommodation Review

ACTION PLAN

The purpose of the following action plan is to detail the steps each Study Area committee will need to accomplish in order to satisfy the mandate listed in the Terms of Reference for these committees.

Action	Task	Date to be Completed by
Accommodation Review Phase		
Executive Council	Establish lead Supervisory Officer for each Committee.	March 2, 1999
	Determine date and location of first meeting.	March 5, 1999
Study Area Committee	Receive data pertinent to the review of accommodation for each school in the study area. The criteria and principles included in the school Closure Policy will serve as a reference.	March 31, 1999
	Determine school(s) that should be considered for school closure. Note March 25, 1999 Board direction.	April 15, 1999
	Inform community of the school(s) that will be considered for school closure.	April 15, 1999
	For impact study purposes, identify the host school(s) for the student population of each school to be considered for closure.	April 15, 1999
	Complete a "School Closure Impact Study" for each school to be considered for closure. Such impact study: - may be completed by a sub-group of the study area committee, but must include representatives of the school considered for closure and host school(s). - will provide opportunity for groups or individuals to make presentations to the sub-group (open house?).	
	Receive and consider impact study for each school to be considered for closure.	
	Formulate recommendation(s) regarding the closure of each school for which an impact study was completed.	May 31, 1999
	For each school recommended for closure, review and recommend the host school(s) for the student population that would be displaced.	

Action	Task	Date to be Completed by
Study Area Committee (cont.)	Submit report on accommodation phase to Executive Council. Report to include all impact studies completed and a copy of any written presentations provided to the committee.	September, 1999
Executive Council	Receive and review Study Area reports on accommodation phase.	
	Formulate recommended action for Business Committee consideration.	
Business Committee	Receive Executive Council's recommendation(s) regarding the closure of school(s).	September, 1999
	The Business Committee shall consider the Accommodation Phase report and recommend that the Board take one of the following actions with respect to each school recommended for closure: - that the school be scheduled for closure, or - that the school be studied further for possible closure, or - that the school be removed from consideration for closure at the present time.	
Board	The Chair of the Business Committee shall present, in its entirety, the final Accommodation Phase Report to the Board at the next regular meeting.	
	At this time, the Business Committee Chair shall give notice of motion of the action approved at committee level regarding school closures.	
	The Board shall establish the date of a Special Board meeting to consider the action recommended by the Business Committee.	
Administration	If the Business Committee recommends a school(s) for closure, it shall be the responsibility of the appropriate Superintendent of Education to: - inform in writing those schools identified for potential closure - advise them of the date of a Special Board meeting, at which time the Board will receive any delegations of concerned citizens who wish to respond to the Notice of Motion from the Business Committee.	
Board	At the Special Board meeting, the Board shall receive delegations of concerned citizens and consider the action recommended by the Business Committee.	
Administration	If the Board determines that a school is to be closed, it shall be the responsibility of the Superintendent of Business to take all steps required by the Ministry of Education and Training; and to advise the Board and the appropriate Board Committees of the correct procedures to be followed for the retention or disposal of the property.	

Catchment Review Phase

Study Area Committee	Review the current catchment area for each school within the study group.	November 1, 1999
	Consider whether or not there is a need to rationalize or redefine school catchment areas.	
	Formulate recommendation(s) to address each need for a change in catchment area.	
	Consider alternative strategies for the implementation of revised catchment area(s) and guidelines that may facilitate this process.	
	Recommend a strategy to implement revised catchment area(s) and guidelines to facilitate the process.	
	Submit report on catchment phase to Executive Council.	December 15, 1999
Executive Council	Receive and review Study Area reports on catchment phase.	December 15, 1999
	Formulate recommended action for Business Committee consideration.	January 31, 2000
Business Committee	Consider Executive Council recommended action and Study Area reports on catchment phase.	February, 2000
Board	Consider Business Committee motion(s).	February, 2000
Administration	Implement direction(s) approved by Board.	

5-5
SCHOOL CLOSURE IMPACT STUDY

School Considered for Closure

"Host" School(s)

CRITERION	IMPACT COMMENTARY	
	PLUSES eg. -enhanced facilities -cost savings	MINUSES: eg: -longer walking distance -additional bussing costs
1. Program Implications		
2. School Attendance Areas		
3. Enrolment Projections		
4. Transportation Issues		
5. Social Impacts		
6. Financial Impacts to School Operations		
7. Capital Needs of "Host" Schools		
8. Staffing Implications		
9. Alternative Use of Facilities		
10. Additional Considerations		

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

March 11, 1999

To: Merv Matier, Director of Education and Secretary
From: Ken Bain, Superintendent of Education
Re: Zone One Study Area Committee Report

Recommended Action:

Moved by _____ that the Zone One Study Area Committee Report be approved.

Background:

The accommodation problem in Flamborough, generally, and in Waterdown, specifically, is well known. In anticipation of a further increase in enrollment at Guy B. Brown School, the Zone One Study Area Accommodation Review Committee met in order to identify solutions to the ongoing accommodation situation. Daryl Sage attended the meeting as a resource person.

Zone One Study Area Accommodation Review Committee:

Ken Bain	Superintendent	Reg Woodworth	Trustee
Doug Johnson	Principal-Guy Brown School	Debora Bachewich	Guy Brown School Council
Linda Gandy	Guy Brown School Council	Lisa Neddow	Guy Brown School Council
Lyle Bentham	Principal-Balaclava School	Rod Dougherty	Balaclava School Council
Nora-Lyn Veevers	Principal-Mary Hopkins School	Gail Lunglul	Mary Hopkins School Council
Susan Szozda	Mary Hopkins School Council	Don Wood	Principal-Flamborough Centre
		Sue McGrath (Unable to attend)	Flamborough Centre School Council

Recommendations/Rationale:

Effective September 1999

- That Grade Five students at Guy Brown School attend Flamborough Centre School for Grade Six.
- That Guy Brown School become a Kindergarten to Grade Five School.
- That Grade Six students at Mary Hopkins School remain at Mary Hopkins for Grade Seven.
- That Mary Hopkins School become a Kindergarten to Grade Seven school.
- That two portable classrooms be added to the Mary Hopkins site.
- That one portable be added to the Flamborough Centre site.

Sending the Grade Five students to Flamborough Centre for Grade Six will provide relief for the capacity difficulties at Guy Brown. There will be 57 fewer students than is predicted for September 1999. Keeping the

6 - 1

Grade Sixes as Grade Sevens at Mary Hopkins eases the potential capacity concerns at Flamborough Centre as 68 Mary Hopkins students would not attend Flamborough Center in September. Also of note is that the Mary Hopkins community has expressed an interest in becoming a K to 8 school. Two portables are required at Mary Hopkins in order to accommodate its two new Grade Seven classes. Mary Hopkins is better able to accommodate an increased population because the school has two gyms, a Learning Centre, Resource Room, Computer Lab and Library Resource Centre. An additional portable at Flamborough Centre will allow the principal to move a grade class from the Library Resource Centre, thereby returning the space to its originally intended use.

Effective September 2000

- That Grade Seven students at Mary Hopkins remain at Mary Hopkins for Grade Eight.
- That Mary Hopkins become a Kindergarten to Grade Eight school.
- That up to two additional portables be added to the Mary Hopkins site.

The recommendation involves keeping the Mary Hopkins Sevens as Eights in order to avoid additional capacity concerns at Flamborough Centre. Mary Hopkins may not require two additional portables depending on catchment changes for September 2000. In order to assist the Plant Services Department to plan effectively, the recommendation refers to the need for up to two additional portables.

Please note: These recommendations do not solve the accommodation crisis in Waterdown. Only a new school in Waterdown will permanently address the severe overcrowding that presently exists and will continue to exist.

The Zone One Study Area Committee endorses these recommendations. A letter was sent home to each community outlining the proposals.

Flamborough Centre – positive support for the plan – wants to remain a K to 8 school

Guy Brown – extremely positive support for the plan

Mary Hopkins – positive support for the plan – wants to be sure of access to specialty programs

Balaclava – not affected by the plan

We see these solutions as Zone One communities working together to solve Zone One accommodation problems.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

March 11, 1999

To: Merv Matier, Director of Education and Secretary
From: Ken Bain, Superintendent of Education
Re: *Future Use of Grange and Maple Lane Schools*

Recommended Action:

Moved by _____ that Maple Lane and Grange Schools be organized as Unit Schools and that Maple Lane be used as an instructional facility in September 1999.

Background:

As per the LEIC Property Sub Committee recommendation and Board motion, the Glenwood Day Program will occupy the Fairview School site effective September 1999. Therefore, Maple Lane School will be available for use in September. Presently, there is no board motion concerning the future use of Maple Lane School.

Rationale:

The following chart presents enrollment and capacity statistics for Grange School.

1998 Ministry Rated Capacity	September 30, 1998 ADE	Sept. 30, 1998 ADE vs. Capacity
159	355.5	223.6%
	Projected Sept. 30, 1999 ADE	Sept. 30, 1999 ADE vs. Capacity
159	368	231.4%

The Meadowlands development continues to be a source of additional students for Grange School. Maple Lane School is only 1.3 km from Grange School and could be used to ease the accommodation situation at Grange. By keeping Maple Lane School in operation in September, the Board may avoid costs that could be incurred if Maple Lane were to close for a year and then reopen. These costs are associated with Fire and Building Code compliance requirements.

Conclusion:

Upon receiving Board approval to proceed, a steering committee will be created in order to provide advice and help guide the process leading up to September 1999.

Membership will include:

- Superintendent of Education
- Principal
- School Council Chair or Designate
- Additional Parents
- Plant Services and Business Department Representative(s)
- Additional Representatives as required

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Summary Report - Alternative Sources of Funds for New School Construction

Recommended Action:

Moved by: _____

That the Summary Report - Alternative Sources of Funds for New School Construction be received for information purposes.

Rationale:

At the February 18, 1999 Business Committee meeting Administration was requested to prepare a summary report outlining alternative sources of funding for new school construction. Accordingly, the following is provided for trustee information.

New Pupil Place Grant

In order to address its responsibility to provide adequate financial resources, the provincial government has developed and published a funding model for pupil accommodation. The model approaches the issue of pupil accommodation from three aspects:

- School Operation Funding for heating, lighting, custodial and regular maintenance.
- School Renewal Funding for repairs (ie usually in excess of \$50,000.) and renovations.
- New Pupil Places Funding to enable boards that have demonstrated that they have fully utilized all existing school buildings effectively, and that their enrolment cannot be accommodated without new space, to construct new schools or additions.

School boards that have demonstrated that they are using existing school buildings effectively, and that their enrolment cannot be accommodated without new space will be provided with block grants on a per-pupil basis to deal with the cost of constructing, furnishing and equipping new schools and paying for this over a number of years. These grants are calculated separately for the elementary and secondary panels as follows:

	Enrolment	Benchmark Area Per pupil	Benchmark Construction Cost per sq ft
Elementary	ADE JK-8 In excess of Capacity	x 100 sq ft	x \$11.00
Secondary	ADE 9-OAC (Exclude 21+) In excess of Capacity	x 130 sq ft	x \$12.00

The grant formula also provides for the application of a geographic adjustment factor in recognition of differences in construction costs across the province. However, this factor for The Hamilton-Wentworth District School Board has been determined by the Ministry of Education and Training to be 1.0. Also, it is important to note that there is no funding recognition of adult students in the New Pupil Place grant calculations.

Expenditure of school renewal grants and new pupil place grants is restricted to capital purposes.

Education Development Charges

As of January 31, 1999 the Board's share of the E.D.C. accounts was as follows:

Residential	\$1,974,658.80
Commercial	<u>864,190.56</u>
Total	<u>\$2,838,849.36</u>

The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction. The current E.D.C. by-law will expire on August 31, 1999 and a report recently received from a consultant has indicated that school boards will not be eligible to pass a new E.D.C. by-law unless enrolment exceeds capacity.

The Board has sent a letter to the Ministry of Education and Training requesting permission to use its E.D.C. funds to aid in the building of new schools or additions to schools.

Capital Reserve Funds

The 1998 Stub Year Financial Report indicated that the Board's capital reserve funds totalled \$3,691,000.00 as of August 31, 1998. These funds may be accessed for capital purposes as approved by the Board.

Sale of Surplus Schools

The Board has the option of selling school buildings not required for the needs of the Board and retaining the net proceeds in a Proceeds of Dispositions Reserve Fund. However, the capacity attached to these buildings would not be removed from the Board's inventory of capacity for new pupil place grant calculation purposes.

Ontario Regulation 444/98 provides the legal framework regarding the disposition of surplus real property.

Sale of Board-Owned Vacant Sites

Should the Board determine that a vacant site is not required for the needs of the Board that site may be sold at fair market value. However, the long-term needs of the Board would need to be considered before initiating such action. In addition, surplus lands may be utilized in order to acquire lands that are more strategically located.

The Board may also determine to sever a portion of land from an existing site and sell it. Ontario Regulation 444/98 also applies to the sale of sites.

Proceeds from the sale of surplus schools or surplus lands must be placed in a Proceeds of Dispositions Reserve Fund in accordance with Ontario Regulation 446/98. This regulation also stipulates the capital purposes for which withdrawals from the reserve fund may be utilized.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 03 11

RE: Carrier Contracts – Three-Year Term

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer be authorized to negotiate and enter into a three-year satisfactory agreement with existing transportation carriers for the provision of transportation services. The final agreement will be in a form satisfactory to the Board solicitor and will contain clauses that will ensure:

- * consistency with Ministry of Education and Training requirements
- * congruency with transportation funding provisions
- * consistency with adopted Board Transportation policies, procedures and practices
- * the Board retains the right to terminate without recourse or liability upon thirty (30) days written notice.

RATIONALE:

The Hamilton-Wentworth District School Board is the 17th largest transportation provider out of 66 district school boards. Over 16,000 students are eligible for transportation services each day. The transportation companies of Laidlaw, Attridge, Sharp, Wills, Caledonia, Verma and Veterans have been engaged by the Board to carry out this critical service and managing all of the associated risks relating to road hazards, inclement weather, traffic, mechanical, medical conditions and emergencies.

The school bus transportation industry is a capital intense business with a need to reinvest. Operators own or lease large vehicle fleets including 72 passenger, 20 passenger, wheelchair accessible and mini vans. Working exclusively under Board contract there is little opportunity to diversify their business with other customers. In order to conduct their business they need to secure capital financing, hire mechanics to maintain and inspect vehicles according to safety standards as well as recruit and train staff.

In order to allow for long-term planning and manage their investment risks, carriers have requested consideration by the Board for a longer term contract thus permitting their commitment to reinvest in their vehicles and staff. Carriers have advised it is becoming increasingly more difficult to secure financing with such year to year uncertainty.

In discussion with Mr. Ian Gordon, Evans Philp, he advised that should the Board adopt the above recommendation, there would be no requirement to seek the Ontario Municipal Board's approval. This results

from the fact that the Board effectively can cancel a carrier's contract without recourse upon issuing a 30-day written notice.

The issue of public tendering was also considered but not pursued as a viable option for the following reasons:

- should the lowest bid take all?
- system stability lost
- Ontario School Bus Association stated that the majority of district boards do not tender as this essential service is unlike other board commodities
- fewer carriers willing to bid in an environment with so little security and so little return.

Conversely by extending a longer term contract:

- present carriers have expertise within areas they service
- method of route distribution to carriers viewed as fair and consistent
- drivers are aware and familiar with surroundings in which students are picked up and dropped off, therefore unusual circumstances are readily detected
- positive relations between drivers, schools, students and parents are maintained
- Special Education students have stability with regular, familiar and experienced drivers whereby student needs are known and met
- diversity of carriers is maintained providing automatic backup should one carrier experience difficulty, i.e. strike
- Board has greater flexibility to adjust to changes in transportation funding, policy or program offerings.

In discussion with Mr. Gordon on tendering, he advised that the Board appears to be in a very favourable and defensible position through the application of a longer term contract vs. public tendering.

As well, the method whereby the vehicle rate is established and offered to all carriers supports consistency across all carriers and places the Board in control of rates more so than through a tendering process.

Attached is a draft copy of the specifications and scope of service to be discussed with carriers. Should the Board approve the recommendation, negotiations would be complete over the next 4-6 weeks. Having secured transportation services, routings for next year will begin as eligible students are identified and normally completed over the summer.

Attach.

DS/dtg
99/03/04



9-2

Transportation Contract
Specifications and Scope of Service
September 1, 1999

1. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 80% of the 72 passenger vehicle base rate excluding kilometres.
2. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid 60% of the minibus, wheelchair or minivan vehicle base rate excluding kilometres.
3. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator(s) reimbursed at a per student rate shall be excluded from reimbursement as specified in items 1 and 2.
4. In the event that a school(s) is closed due to a strike or labour dispute involving the employees of the operator, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.
5. The Board reserves the right to secure transportation from any other operator as a result of a labour dispute involving an operator or beyond the control of the Board.
6. In the event that a school(s) is closed due to a strike or labour dispute involving employees of the Board, and as a result, all or part of the services of the operator are not provided and/or required, the Board will reimburse the operator
 - a) 80% of the 72 passenger vehicle base rate excluding kilometres or;
 - b) 60% of the minibus, wheelchair or minivan vehicle base rate excluding kilometres
 - c) 0% of the per student rateand
 - d) on the condition that the Board receives and retains provincial funding for transportation services noted in items 6a, 6b and 6c for the duration of the strike and/or labour dispute.
7. The operator will immediately inform the Transportation Department of any collision or incident which occurs while students are being transported. A written report will be submitted to the Manager of Accommodation and Planning with a copy forwarded to the Transportation Department within 24 hours of the collision or incident.
8. The operator shall ensure that all equipment and operations are Y2K compliant prior to January 1, 2000.
9. The operator will immediately inform the Transportation Department and the school of any route which cannot adhere (exceeding 10 minutes) to the regular schedule, weather permitting.
10. The operator will provide transportation for students that have missed a connection due to a route delay from the transfer point to their destination.
11. The operator will accept changes to the route schedule, bus stop locations and student assignments as directed by the Board.
12. All vehicles exceeding a 7 person capacity will be equipped with an operable reverse movement alarm.
13. All vehicles must meet or exceed current CSA D250 and D409 standards.
14. All vehicles exceeding a 16 person capacity will be painted in the chrome yellow school bus colour.
15. All vehicles exceeding a 7 person capacity will not exceed as the year of manufacture – 1989.

- 2-3
16. All vehicles less than an 8 person capacity will not exceed as the year of manufacture – 1991.
 17. The operator will have an appropriate operating license and shall use a vehicle that is properly licensed.
 18. The operator will carry insurance with a minimum amount of \$10,000,000. The Board will be named as an additional insured party. A certificate of insurance for the contract period listing both items will be presented to the Board prior to September 1, 1999. The Board must be notified immediately of any change in the policy or cancellation of the policy. The Board reserves the right to confirm insurance coverage at any time during the contract.
 19. Each driver must be appropriately trained to the satisfaction of the Board in the following procedures but not limited to:
 - a) Bus/vehicle evacuation
 - b) Defensive driving
 - c) Basic level first aid
 - d) Epipen administration
 - e) Wheelchair vehicles – loading and unloading, manual ramp operation, tie down procedure
 20. A smoke free environment will be present on all vehicles. Drivers and passengers are not permitted to smoke in the vehicle at any time.
 21. All routes will be operated as scheduled by the Board. Requests for changes will be considered by the Transportation Department.
 22. The operators will conduct route or stop checks at the request of the Board to verify scheduling, timing and safety.
 23. Board assigned route numbers will be prominently displayed in the 1st passenger side window of the vehicle.
 24. All vehicles must be equipped with an operable two way radio capable of direct contact with the dispatch centre.
 25. All drivers must wear an identification badge which includes the following information:
 - a) Company name and logo
 - b) Driver name
 - c) Photograph
 26. The operator must supply the driver with an appropriate supply of student misconduct reports for completion and submission to the school principal.
 27. The Board reserves the right to increase the kilometres of travel, add a route or delete a route as needed to meet transportation requirements, funding levels or Ministry of Education and Training initiatives or standards.
 28. The Board reserves the right to suspend or terminate the contract due to the failure of the operator to meet performance and / or safety guidelines of the Board or appropriate Ministry.
 29. The Board reserves the right to obtain alternate means of transportation from any operator for the duration of a suspended contract.
 30. The Operator shall conduct criminal background checks for every driver assigned to complete a school trip.
 31. The Board reserves the right to place or remove students from any vehicle for any reason.
 32. The Board reserves the right to remove a driver from any trip.

- 9-4
33. The Board reserves the right to invoke a penalty equal to the per trip rate or per student rate, for any operator that fails to meet the scheduled service requirements.
 34. Invoices for service will be submitted at a rate of 19.0 days per month. Differences to account for additional days of service or inclement weather will be submitted as part of the December and June statements.
 35.
 - a) Video camera housing units will be provided on every vehicle exceeding a 24 passenger capacity.
 - b) Video camera housing units will be provided on vehicles less than a 24 passenger capacity at the request of the Board and as space permits within the bus.
 - 1) Housing units will be provided by the Board for installation by the bus operators.
 36. A limited number of video cameras will be supplied by the Board. Operators may choose to supply additional cameras at their own expense.
 37. Video cameras may be used only with the permission of the school principal.
 38. The Carrier will provide proof of monthly bulk fuel costs as detailed in Appendix A - Fuel Escalation/De-escalation adjustment.
 - a) The fuel escalation clause applies only to those routes with reimbursement provided on a flat rate per vehicle plus kilometres of travel where appropriate. The fuel escalation clause does not apply to trips reimbursed at the per student rate.
 - b) The fuel escalation/de-escalation adjustment will be applied for every month of service in which the fuel cost is less than, or exceeds the base price by one full cent.
 - c) The Carrier will calculate the adjustment and submit the invoice or credit with the regular monthly statement.
 39. The driver will ensure that every student has disembarked at the conclusion of each trip by completing individual seat checks and a visual check of the entire vehicle floor.
 40. The Board reserves the right to audit:
 - a) Company
 - b) Driver
 - c) Vehicle
 - d) Route
 41. The Board reserves the right to restrict or limit travel on a road as needed due to speed, volume of traffic or any other safety criteria.
 42. This contract will begin on September 1, 1999 and will conclude on June 30, 2002. Start and finish dates are subject to change dependent upon the approval of the school year calendar.
 - a) The Board reserves the right to terminate the contract with 30 days written notice without recourse or liability.
 - b) This contract is subject to the terms and conditions specified by the Ministry of Education and Training funding formula.
 - c) This contract is contingent upon policy, funding, performance and transportation requirements.
 43. The Carrier will require Board approval to transfer the contract to another carrier. The Board reserves the right to implement a new process to allocate any and all routes affected by a transfer between carriers.
 44. The Carrier will participate in the electronic transfer of information (invoices, schedules etc.) at no cost to the Board.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 03 11

RE: Business Management 2000 - Three-Year Agreement

Recommended Action:

Moved by: _____

That the Superintendent of Business and Treasurer be authorized to negotiate and enter into a three-year satisfactory agreement with Business Management 2000 (BMT2000) for the provision of transportation services. The final agreement will be in a form satisfactory to the Board's solicitor and will contain clauses that will ensure:

- * consistency with Ministry of Education and Training requirements
- * congruency with transportation funding provisions
- * consistency with adopted Board Transportation policies, procedures and practices
- * the Board retains the right to terminate without recourse or liability upon thirty (30) days written notice.

RATIONALE:

Business Management 2000 has provided day-to-day transportation management services to the Hamilton-Wentworth District School Board. This service represents less than 1% of the transportation annual budget. BMT2000 is the only known independent management company with no organizational link to a transportation carrier. This independent approach ensures objectivity, consistency and equity amongst the Board's carriers. Should the recommendation be adopted:

- the established relationship between carriers, schools, parents and BMT2000 will be maintained
- carriers have confidence in BMT2000 as the co-ordinator of all routes
- the integration between county and city transportation operations continues to be enhanced
- expert knowledge of former Wentworth County transportation policies and procedures is retained
- transportation department integrates Board staff member into the office of BMT2000
- expert local knowledge, insight and experience of Board operations and jurisdictions maintained
- expert knowledge and command of Board-owned software "BUSTOPS" for routing optimization
- transportation project underway linking the Board with BMT2000 and carriers to create further efficiencies
- BMT2000 is the private company co-ordinating the Community Transportation Action Project (CTAP) in which the Hamilton-Wentworth District School Board is the funding sponsor.

- excellent service provider to date.

It is being recommended that the transportation management service be secured through a three-year agreement similar to that of the transportation carrier contracts. This combined approach will provide the Hamilton-Wentworth District School Board with the greatest flexibility in order to adjust to the future transportation uncertainties.

Attached is a draft of the scope of the responsibilities relating to BMT2000.

A handwritten signature in black ink, appearing to be a stylized 'P' followed by a horizontal line.

Attach.

DS/dtg
99/03/04

10-2

Business Management 2000 Contract
Specifications and Scope of Service
September 1, 1999

1. Business Management 2000 will operate a fully functional transportation planning department on behalf of The Hamilton Wentworth District School Board. This shall include the following items:
 - a) route scheduling
 - b) school and family contact; verbal, written and electronic (excluding postage/delivery service)
 - c) reports as required by the Board
 - d) related items as directed by the Board
2. Business Management 2000 will provide all office space and related equipment (facsimile, copier, telephone system etc.) required to provide transportation management services.
3. The Board may place an employee in the office of Business Management 2000 for the provision of transportation services.
4. Business Management 2000 shall ensure that all equipment and operations are Y2K compliant prior to January 1, 2000.
5. Business Management 2000 will participate in the electronic transfer of information (invoices, schedules etc.) at no cost to the Board.
6. Business Management 2000 will carry liability and property insurance with the Board named as an additional insured party. A certificate of insurance for the contract period will be presented to the Board prior to September 1, 1999. The Board reserves the right to confirm insurance coverage at any time during the contract.
7. Business Management 2000 will follow the specifications of the Board Transportation Policy and implement procedures and practices as directed by the Board.
8. The Board reserves the right to suspend or terminate the contract due to the failure of Business Management 2000 to meet performance guidelines of the Board or appropriate Ministry.
9. Invoices for service will be submitted on a monthly basis.
10. This contract will begin on September 1, 1999 and will conclude on June 30, 2002. Start and finish dates are subject to change dependent upon the approval of the school year calendar.
 - a) The Board reserves the right to terminate the contract with 30 days written notice without recourse or liability.
 - b) This contract is subject to the terms and conditions specified by the Ministry of Education and Training funding formula.
 - c) This contract is contingent upon policy, funding, performance and transportation requirements.

//

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Executive Council

Re: Office Renovation Plan

Recommended Action:

Moved by: _____

That the Board approve the office renovation plan in support of the administrative structure of the amalgamated Board at a cost not to exceed \$240,000, to be funded from the Board Equity Capital Reserve Fund (B.E.C.R.).

Rationale:

On October 22, 1998 the Board identified the following buildings to be utilized for administrative purposes:

- ▶ Education Centre
- ▶ Crestwood
- ▶ Memorial Building

The reduction of administrative buildings from 10 to 3 represents a 70% decrease in non-instructional facilities

Over the course of 1998 the Board has also determined its administrative structures. Executive Council has considered the issue of the appropriate location of staff and space requirements. Accordingly the attached appendices are recommended by Executive Council for trustee consideration:

- A Floor plans illustrating the planned utilization of administrative facilities.
- B Cost of renovation work required.

As stated in Appendix B, the total cost of renovations is estimated at \$239,010. On February 20, 1998 the sale of the Dundurn Warehouse was finalized. Proceeds, less legal and appraisal fees from the sale of this administrative building amounted to \$388,452. These proceeds have been added to B.E.C.R. and funds may be withdrawn from this reserve for any capital purpose approved by the Board.

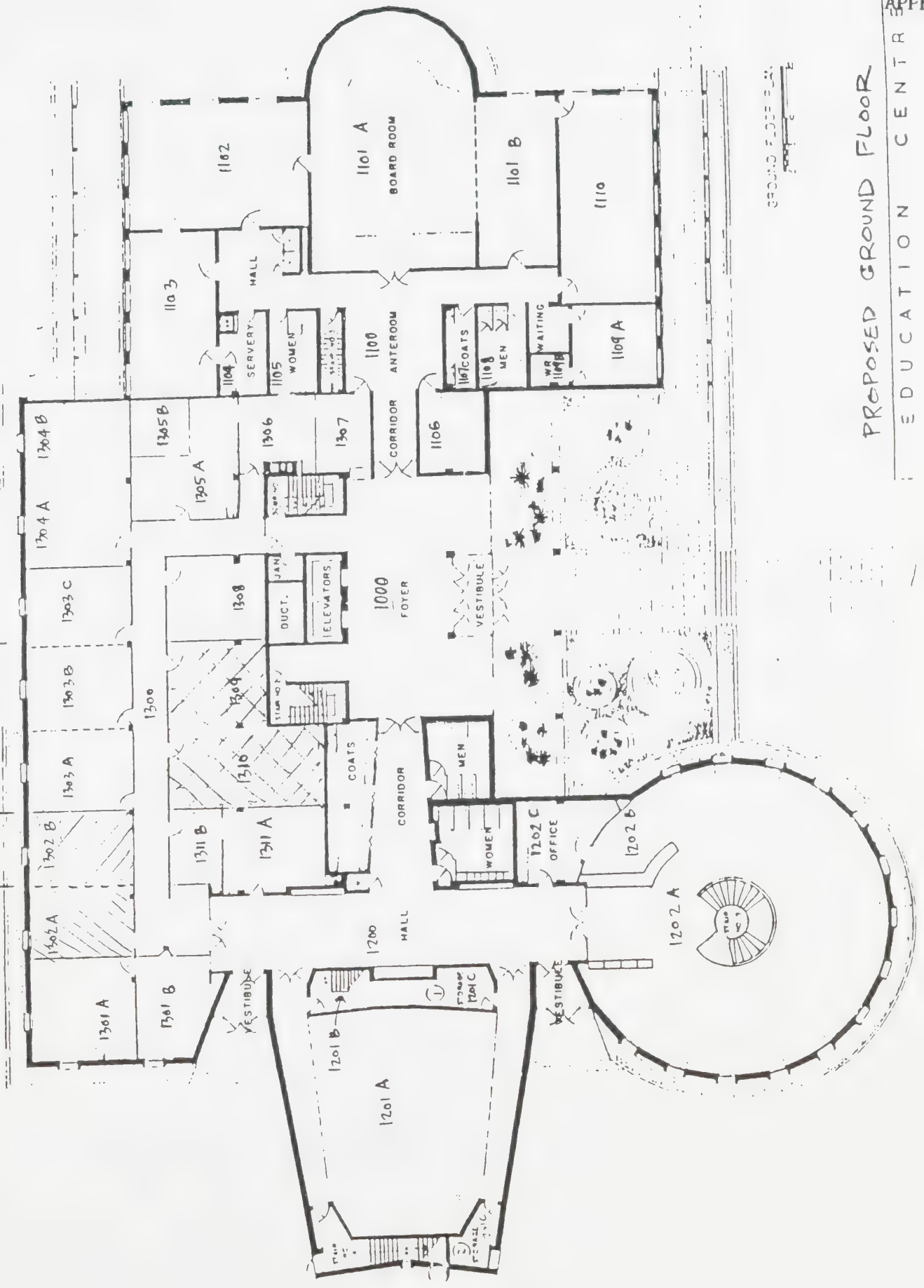
In future, the net proceeds from the sale of any land and buildings must be added to a Proceeds of Dispositions Reserve Fund in accordance with Regulation 446/98. This regulation restricts the withdrawal of funds for administrative purposes to the net proceeds resulting from prior sales of administrative lands and buildings. In addition, the regulation imposes a set of rigorous notification requirements regarding withdrawals for administrative purposes. The above recommendation is in accord with the spirit of Regulation 446; in that, the anticipated withdrawal of funds may be associated with proceeds from the sale of administrative property. However, the Board's solicitor has indicated it is reasonable to take the position that it is not necessary to follow the procedure of Regulation 446 2(7) in order to use the Dundurn reserve for capital expenditures on the Education Centre.

WJG/GdeJ
1999-03-05
attach.

PROPOSED GROUND FLOOR

EDUCATION CENTRE

SECTION 13
BEHAVIOUR - TEAM
COMMUNICATION

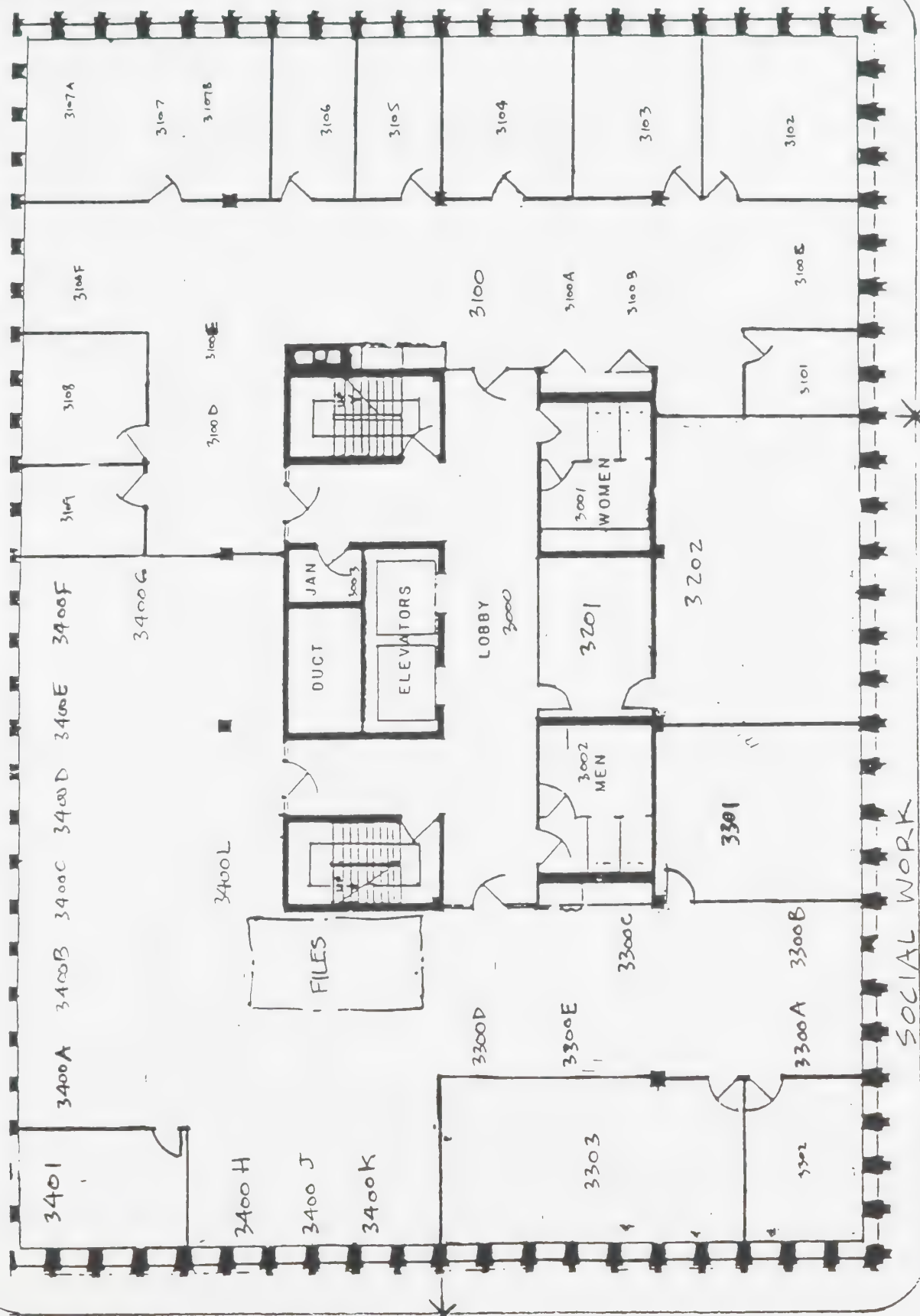


GROUND FLOOR PLAN

PLANT

PSYCHOLOGY

SOCIAL WORK



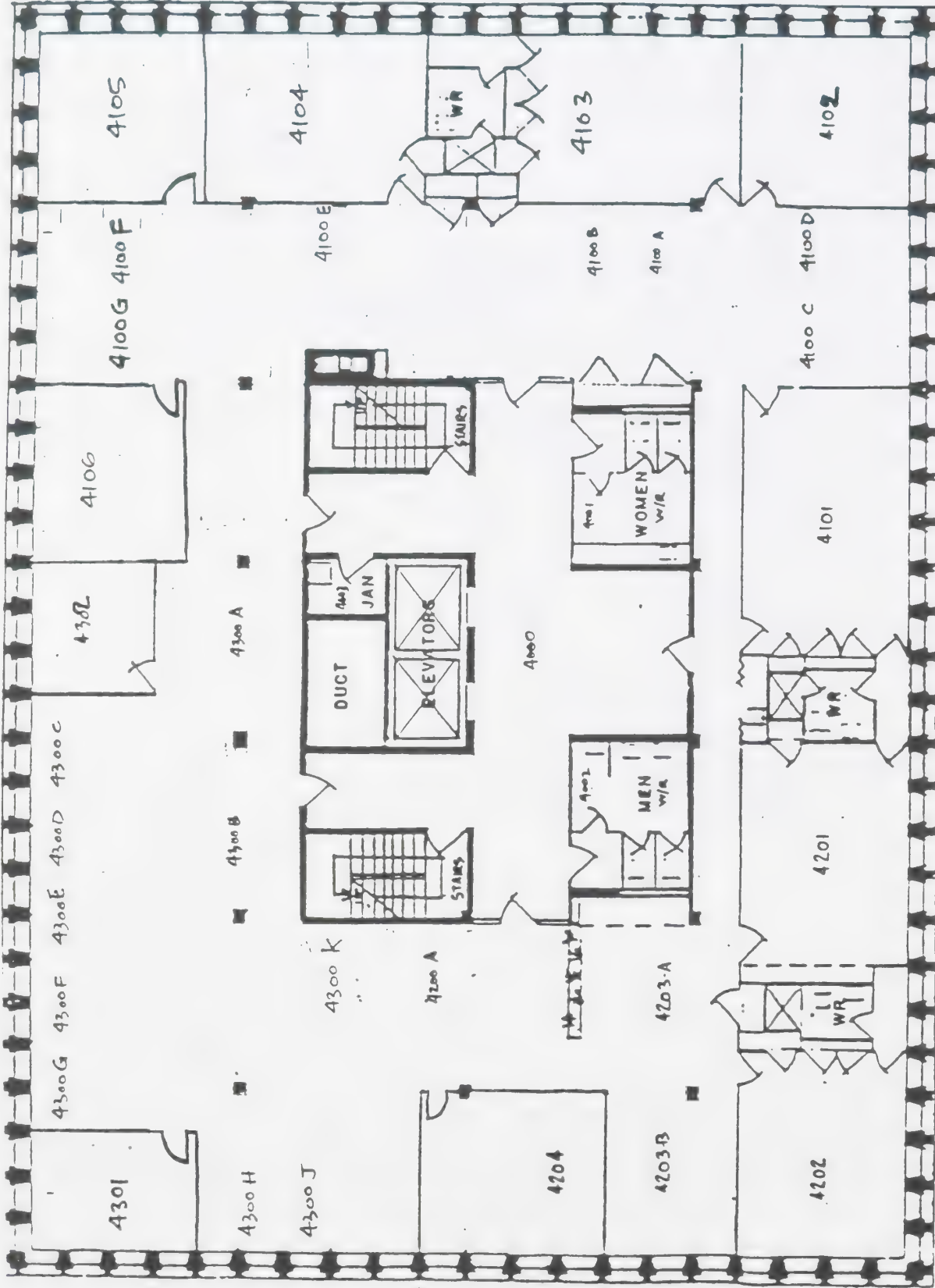
PROPOSED THIRD FLOOR PLAN



11-4

SPECIAL EDUCATION

X PROF. X
DEV.



SUPERINTENDENTS

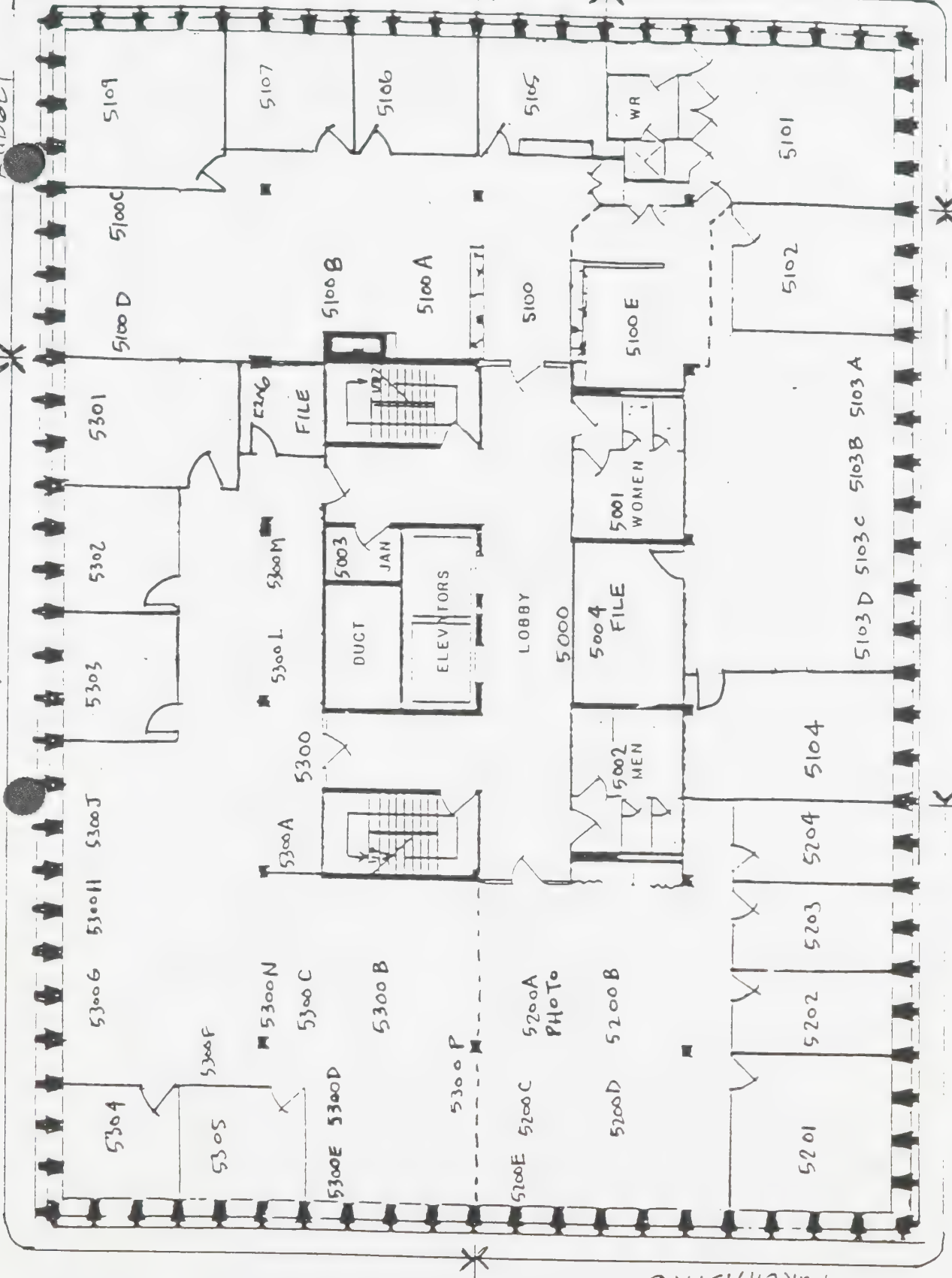
PROPOSED FOURTH FLOOR PLAN



BUDGET

COMMERCIAL - ACCOUNTING

PURCHASING



PROPOSED FIFTH FLOOR PLAN

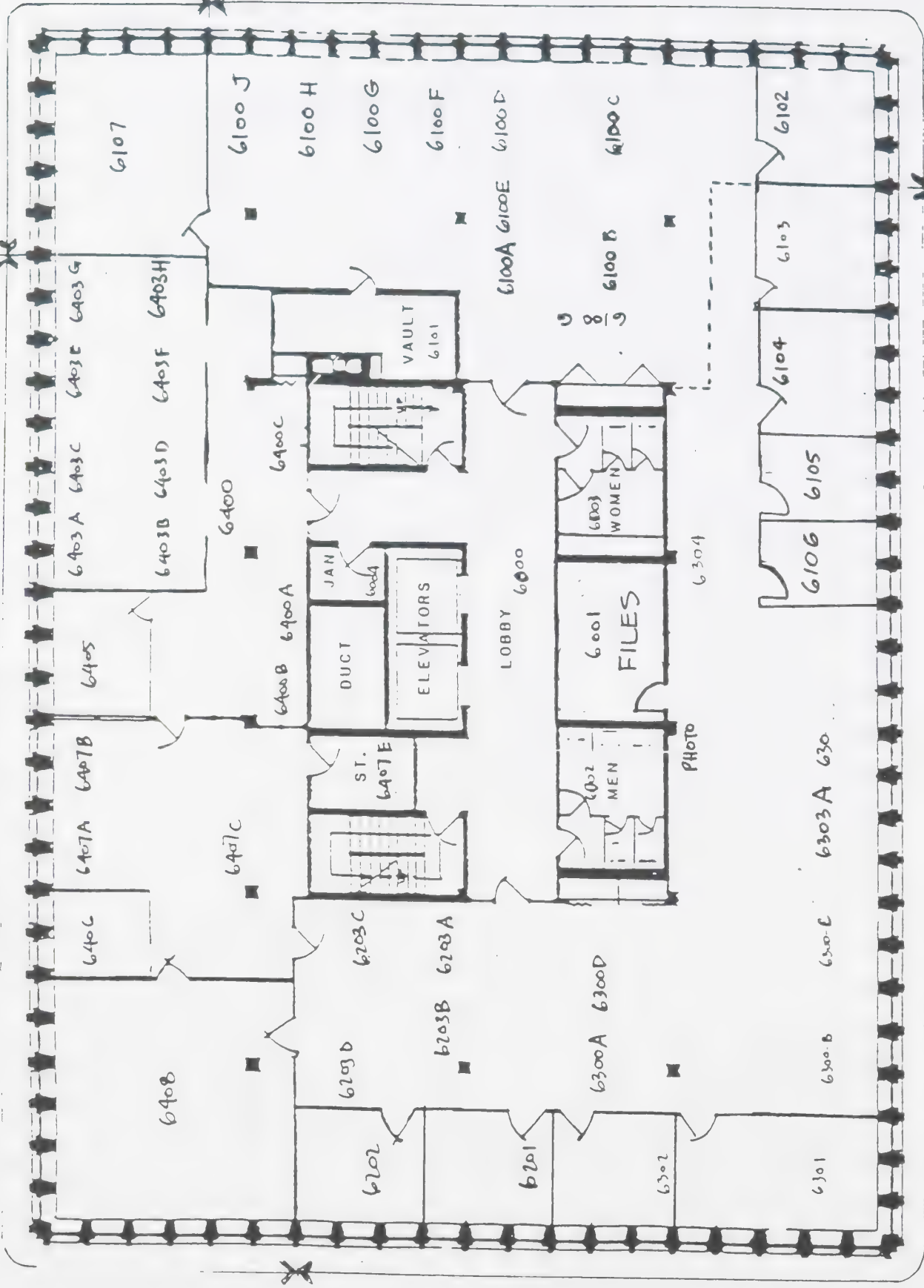
ACCOMMODATION
& PLANNING



9-11. PAYROLL

MEETING ROOM

COMPUTER SERVICES



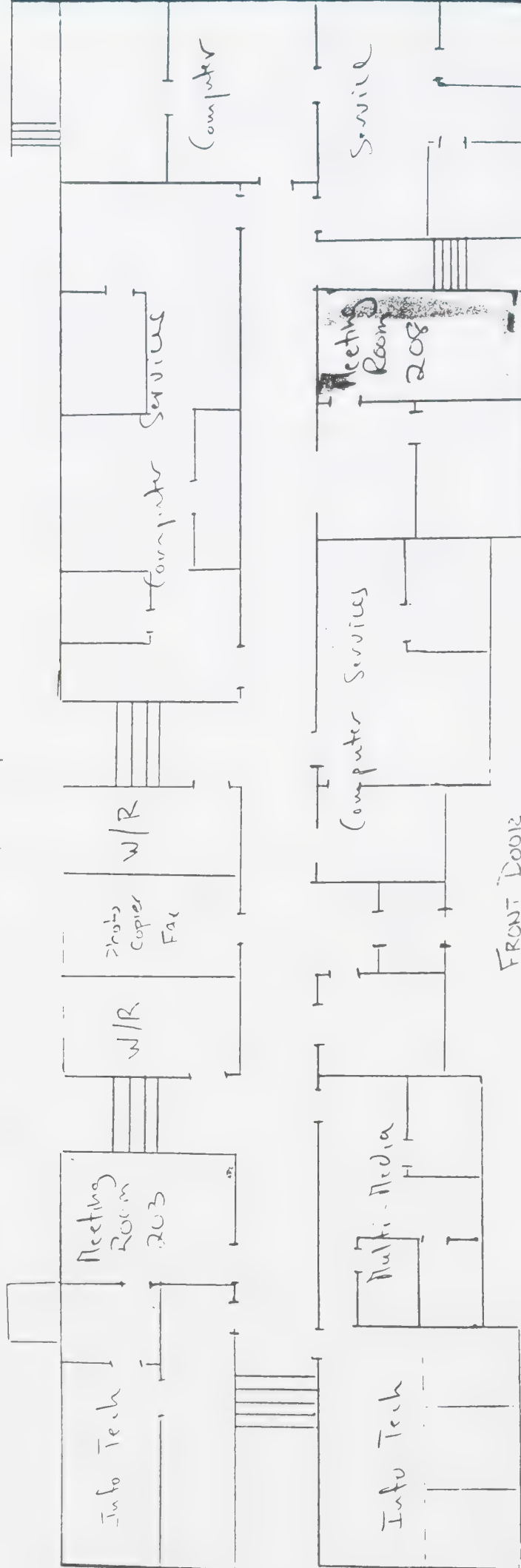
HUMAN RESOURCES

PROPOSED SIXTH FLOOR PLAN



MEMORIAL FLOOR PLAN (upstairs)

PARKING

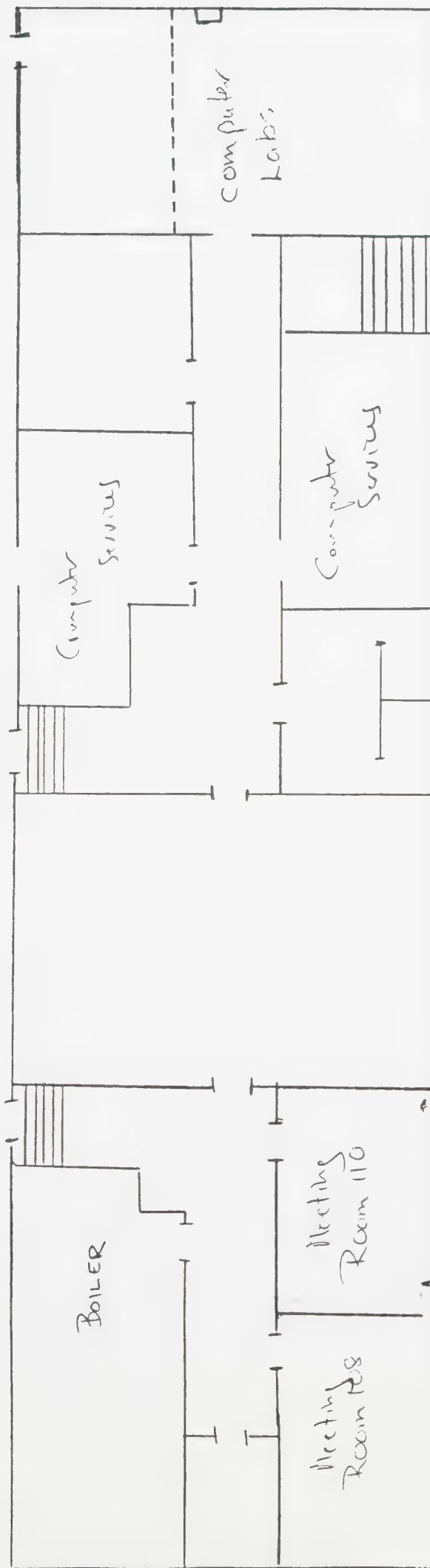


11-8

APPENDIX A

- Meeting Rooms
- Multi-Media
- Info Technology Consultants
- Computer Services

MEMORIAL FLOOR PLANS (BASEMENT)



APPENDIX B

EDUCATION CENTRE RENOVATION BUDGET SUMMARY

Partitions	\$ 75,960.00
Carpet	\$ 6,600.00
Painting	\$ 13,300.00
Electrical	\$ 47,850.00
Mechanical	\$ 9,350.00
Moving	\$ 12,950.00
	\$ 166,010.00
Filing System (Relocate)	\$ 20,000.00
Asbestos Abatement	\$ 15,000.00
	<u>\$ 201,010.00</u>

CRESTWOOD SCHOOL

Media Relocation	\$ 33,000.00
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MEMORIAL BUILDING

Relocation	\$ 5,000.00
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1999 03 11

TO: Merv Matier, Director of Education
FROM: P. Gillie, Superintendent of Education, A. Cupido, Superintendent of Plant
RE: Comprehensive Energy and Water Reduction Program - Basket Three

RECOMMENDATION:

1. Moved by _____, seconded by _____ that, the Board authorize DukeSolutions (Tescor) to implement the Improvements in Basket # 3 as modified by the Opportunity Assessment Feasibility Studies for the Basket 3 City Schools and including the County Schools and in accordance with the Basket 3 Cost and Savings Summary and the Consolidated Cost and Savings Summary. (Appendix A, Appendix B, Appendix C and C1)

RATIONALE:

1. As part of the Energy Services Agreement, Feasibility Studies for Basket Three Schools in the City of Hamilton have been completed. In addition, in accordance with the Board motion from November 1998, Opportunity Assessment Feasibility Studies have been conducted in the remaining schools, those in the County of the Hamilton-Wentworth District School Board.
2. Before these studies were started, we reviewed the study process used for Basket One and Two to see if we could streamline the study process. In light of what we learned in Basket Two and already knowing that the savings potential for schools in Basket Three will be the smallest, it was mutually decided to carry out assessments without doing detailed design in this stage. We adopted an opportunity assessment approach. The information gathered from these audits, confirms schools for which guaranteed savings can be achieved within the cost payback scenario of 10 years.

Since the inception of the Hamilton - Wentworth District School Board, questions about the inclusion of county schools in the project have been raised. Although lighting retrofits have been done in county schools, potential energy savings can still be realized with water controls, heating and ventilation controls, building envelope sealing, portable controls and lighting retrofits in portables.

The measures outlined in Appendices A and B can be implemented within the cost payback scenario of a simple payback of 8.3 years, a guarantee period of 120 months or ten years and not in excess of the upset limit cost of 17 million dollars, established for this project. With tightly defined dollars being allocated through the funding model for the upkeep of school facilities, it is imperative that our facilities operate as efficiently as possible. The measures recommended for Basket Three are not as extensive as in Basket One and Two. However, in total with Basket One and Two, the result for the Board is a significantly improved state in the condition of lighting, heating control systems, water conservation systems, building filtration systems, and building operator skills. The annual energy savings remain on target and a major building operation is stabilized across the District.

3. The list of schools and measures for those in the City (Appendix A) and County (Appendix B), shows those that, in combination with projected savings from the measure, are most feasible to do in terms of:

- the state of the systems in the building,
- the size of the building,
- the ease of installation (avoiding excessive asbestos abatement)
- the cost of the installation,
- the cost payback scenario for the project
- the accommodation studies to be conducted.

Not all schools will receive all measures. The package of measures results in a sufficient base to which additional retrofit can be considered in the future, either as part of the Energy Project or within the operating and renewal grants outlined in the new funding model.

4. The Measures also include Awareness Workshops for all County Schools as were provided for all City Schools. Union Gas is prepared to contribute toward this endeavour. In addition, within the total budget for the project, follow up sessions for Teachers and Students through Destination Conservation have been included. Teachers have been requesting follow up sessions.

Operator training will also be provided for Caretaking and Maintenance Staff assigned in County schools.

5. The installation of these measures will begin in April, continue over the Summer and finish in the late Fall. In this way the project can continue without an interruption in schedule and DukeSolutions (Tescor) can retain the same staff and installers for the project.
6. The Energy Services Agreement provides for the modification of the "specific Improvements, the estimated Total Project Costs, the resulting savings and the resulting simple payback periods" providing "such modifications may not increase the Total Project Costs and Guarantee period". The recommended measures and implementation schedule for the modified Basket 3 are in accordance with the Agreement. The Cost and Savings Summary for Basket 3 and the Consolidated Cost and Savings Summary are detailed in Appendix C and C1.
7. The Energy Services Agreement stipulates, "in the event that, during any twelve month period there is a savings shortfall and the excess Savings are not sufficient to offset all or part of said savings shortfall, (Tescor) DukeSolutions shall pay the Board the amount of any savings shortfall". For Basket One an Insurance Savings Certificate has been acquired to protect against a savings shortfall in the event the Company (Tescor) became insolvent. The cost of insurance savings certificates for Basket Two and Three is upwards of \$ 250,000. The financial statements for Duke-Energy show assets of 24 billion dollars. The backing of DukeSolutions and the savings trend experienced to date puts into question the need for Insurance Savings Certificates. These additional monies if not applied to an Insurance Certificate can be used for deferred maintenance and enhancing some measures, that would otherwise pierce the project cost limit. Based on the financial strength of Duke-Energy and the Energy Service Agreement, the recommendation to proceed with Basket Three measures does not include the purchase of an Insurance Certificate for Basket Three. The revised Consolidated Cost and Savings Summary in line with Basket 3 does not include an expenditure for an Insurance Certificate for Basket Two. (Appendix C and C1)
8. The following tables show the impact of modifying the measures for the project. Table 1 is a summary of the original Consolidated Cost and Savings Summary for the complete project, as agreed to in the Energy Services Agreement and before Feasibility Studies for all three baskets were conducted. Table 2 is a summary of the revised Consolidated Cost and Savings Summary taking into account modifications to Basket 3. (Appendix C1)

TABLE 1

Consolidated Cost and Savings Summary of All Three Baskets As per Energy Service Agreement

ITEM	CONSOLIDATED SUMMARY
COST	\$ 16,909,143
SAVINGS	\$ 2,038,345
SIMPLE PAYBACK	8.3 years
GUARANTEE PERIOD	120 months (ten years)

Clause 2.2 of the Energy Service Agreement stipulates that " the specific Improvements, the estimated Total project costs, the resulting savings and the resulting simple payback periods as set out in Appendix A.3 in respect of the entire project may be modified as a result of the Feasibility Studies.....

Impact of modifying Basket Two and Three on the original cost and savings and the Guarantee

The Energy Service Agreement stipulates that " any such modifications may not increase the Total Project costs and Guarantee Period beyond the amounts and limits set out in Sections 17.1 and 22.2 "

Section 17.1 states " the Total Project Costs shall in no event exceed the sum of \$ 16,909,145, inclusive of G.S.T. "

Section 22.2 states " the Guarantee Period shall be 120 months..... "

TABLE 2

ITEM	BASKET ONE	BASKET TWO (as modified)	BASKET THREE (as modified)	MODIFIED CONSOLIDATED SUMMARY
COST	\$ 4,460,943	\$ 4,435,495	\$2,941,917	\$11,838,355
SAVINGS	\$ 602,735	470,283	\$354,514	\$1,427,532
SIMPLE PAYBACK	7.4	9.4	8.3	8.3
GUARANTEE PERIOD	120 months (ten years)	120 months (ten years)	120 months (ten years)	120 months (ten years)

9. The completion of measures from Basket Three will complete the construction period for this project. The first year of Guaranteed Savings is targeted to commence February 1, 2000. As a result of the simple payback scenario of 8.3 years, the project balance should zero out ahead of the full term.

ATTACHMENTS:

Appendix A	Summary of Basket Three Measures for City Schools
Appendix B	Summary of Basket Three Measures for County Schools
Appendix C	Cost and Savings Summary for Basket Three
Appendix C1	Consolidated Cost and Savings Summary

Measures By School Summary for The Hamilton-Wentworth District School Board

BASKET 3
(CITY SCHOOLS)

Proposed Measures for Basket 3

Buildings	Savings Measures							
	Lighting Retrofit/Redesign	HVAC/Mechanical upgrades			Water Conservation	Building Envelope Improvements	"Portables" Controllers	Awareness/ Destination Conservation
		Building Automation	Pneumatic Controls Recommissioning	Boiler Burner Control upgrades				
BASKET 3								
Adelaide Hoodless *								Completed in B1
Allenby *								Completed in B1
Brianwood *								Completed in B1
C.B. Stirling	☑				☑			Completed in B1
Crestwood	☑		☑					Completed in B1
Delta	☑	☑			☑			Completed in B1
Dr. J. Edgar Davy	☑							Completed in B1
Earl Kitchener *								Completed in B1
Fairfield *								Completed in B1
George R. Allan	☑		☑				☑	Completed in B1
Gibson *								Completed in B1
Glen Brae	☑							Completed in B1
Glendale							☑	Completed in B1
Gordon Price	☑				☑			Completed in B1
Hill Park	☑		☑	☑	☑		☑	Completed in B1
Hillcrest *								Completed in B1
Hillsdale*	Note 1							Completed in B1
Holbrook *								Completed in B1
James MacDonald	☑		☑		☑	☑		Completed in B1
Linden Park *								Completed in B1
Lloyd George *								Completed in B1
Memorial					☑			Completed in B1
Parkview *								Completed in B1
Pauline Johnson	☑		☑	☑	☑		☑	Completed in B1
Peace Memorial *								Completed in B1
Prince of Wales	☑		☑	☑	☑	☑		Completed in B1
Prince Philip	☑		☑	☑	☑		☑	Completed in B1
Queen Mary	Note 1				☑			Completed in B1
R.A. Riddell	☑						☑	Completed in B1
Red Hill *								Completed in B1
Robert Land *								Completed in B1
Ryckman's Corners*								Completed in B1
Ryerson			☑		☑		☑	Completed in B1
Sanford Avenue *								Completed in B1
Scott Park *								Completed in B1
Stinson Street *								Completed in B1
Strathcona *								Completed in B1
Tweedsmuir *								Completed in B1
Westview	☑				☑		☑	Completed in B1

Note: 1 Previously retrofitted to T8 technology by The HWDSB

* Denotes school as noted in the HWDSB's Oct. 22/98 Accommodation Report

APPENDIX B

Measures By School Summary for The Hamilton-Wentworth District School Board

BASKET 3

(COUNTY SCHOOLS)

Proposed Measures for Basket 3

Buildings	HVAC/Mechanical upgrades						Water Conservation	Building Envelope Improvements	Awareness/ Destination Conservation
	Building Automation	Partial BAS	Log-One Controller	Pneumatic Controls Recommisioning	Fuel Conversion	Boiler Burner Control upgrades			
BASKET 3 - County									
Ancaster Senior			☒			☒	☒	☒	☒
Balaclava									☒
Bellmore				☒		☒	☒		☒
Bellstone *									
Beverly Central *									
Billy Green	☒						☒		☒
Central Park							☒		☒
C.H.Bray						☒	☒		☒
Collegiate Avenue *									
Dr. J. Seaton	☒			☒					☒
Dundana		☒		☒		☒	☒	☒	☒
Dundas Central *									
Dundas District			☒	☒		☒	☒		☒
Eastdale *									
Fessenden						☒	☒		☒
Flamborough Senior		☒				☒			☒
Glenwood *									
Grange				☒		☒	☒		☒
Green Acres *									
Greensville		☒		☒		☒			☒
Guy Brown	☒			☒		☒			☒
Highland Secondary	☒			☒		☒	☒	☒	☒
Janet Lee			☒	☒		☒	☒	☒	☒
Lynden *									
Mary Hopkins									☒
Memorial *									
Millgrove		☒		☒		☒			☒
Mountain View *									
Mount Albion		☒				☒	☒		☒
Mount Hope		☒				☒	☒	☒	☒
Orchard Park	☒					☒	☒		☒
Parkside High *									
Parkwood *									
Pleasant Valley							☒	☒	☒
Queens Rangers *									
R.L.Hyslop *									
Rousseau		☒	☒			☒	☒	☒	☒
Saltfleet				☒		☒	☒		☒
Sheffield *									
Spencer Valley	☒			☒					☒
Taplestown *									
Waterdown High		☒		☒		☒	☒	☒	☒
Winona Public	☒		☒	☒					☒
Yorkview			☒	☒		☒	☒	☒	☒

Key :- ☒ denotes measure proposed.

* Denotes school as noted in the HWDSB's Oct. 22/98 Accomodation Report

Hamilton Wentworth District School Board - Basket 3 Cost and Savings Summary

Square Footage: 1,671,356
No. of Buildings: 50

Measure	Engineering & Design		Implementation Labour		Commissioning		Material	Deferred Maintenance	Sub-total	Overhead and Profit	Guarantee Premium	P/L/E Warranty	GST	Total Cost (GST Included)	Cost/ sq. ft.	Annual Energy Savings						Total Energy Savings GST Incl	Simple Payback
	Internal	External	Internal	External	Internal	External										Gas \$	m' m'	Oil \$ litres	\$	Elect kWh	Other (water) \$ litres		
Feasibility Studies																							
Lighting Retrofit/Redesign																							
Indoor Lighting/Lighting Controls																							
HVAC/Mechanical Upgrades																							
Building Automation Systems																							
Controls Recommissioning																							
Motors																							
Retrofit/Redesign																							
Fuel Conversions																							
Boiler Plant Upgrades																							
Burner efficiency																							
Water Conservation																							
Deferred Maintenance Contribution																							
Other: Wentworth Contribution																							
Union Gas Incentive to DC Program																							
Carry Forward from B1 and B2																							
Envelope Sealing																							
Portables																							
Total Measure Costs/Savings																							
Project Management/Administration																							
Operations & Maintenance Manuals																							
Awareness/Destination Conservation																							
Training																							
Strategic Planning Services - RECAP																							
Miscellaneous (Bonding, Ins. etc.)																							
Implementation Costs/Savings																							
Contingency (5%)																							
Ballast Disposal Allowance																							
Tesco Ballast Disposal Credit																							
Subtotal Project Cost and TermPayback																							
Board Internal Labour Allowance																							
Post Construction Services																							
Total Project Cost and Project TermPayback																							

COUNTY SCHOOLS MEASURES SUMMARY

Measure	Cost	Savings	Payback
Water	\$175,000	\$46,500	3.8
Controls	\$394,700	\$98,500	4.1
HVAC	\$30,000	\$10,000	3.0
DC	\$115,000	\$20,000	5.8
Envelope	\$120,740	\$20,000	6.0
	\$835,440	\$195,000	4.3

The Hamilton-Wentworth District School Board**Memo**

1999 03 11

TO: Merv Matier, Director of Education and Secretary
FROM: Wayne Joudrie, Superintendent of Education – City East
RE: Computer Ratio By School

Recommended Action:

Moved by _____: That the Computer Ratio by School Report be received for information purposes.

Elementary Hardware Summary Page

March 1999

Total Students	39795
Total Computers	2896
Board Ratio	13.74

Network	Total 486 + in school	2258	97
	with sound	1564	60
	with CD-ROM drives	707	54
	8mb + of RAM	1644	62
	no hard drive	242	11

Standalone	Total 486 + in school	667	409
	with sound	340	148
	with CD-ROM drives	289	107
	8mb + of RAM	319	149

Total number of 486 +	2896	456
------------------------------	------	-----

Peripherals	Networked CD-ROM tower	28	5
	High speed network printer	91	6
	Other laserjet printers	355	65
	Flatbed scanner	43	29

Elementary Computer Ratios

	Population	Total 486+	Ratio		Population	Total 486+	Ratio
Fernwood Park	261	6	43.5	Flamborough Centre	463	33	14.0
Greensville	228	7	32.6	Pauline Johnson	379	28	13.5
Billy Green	360	12	30.0	Lisgar	269	20	13.5
Mountain View	351	12	29.3	Earl Kitchener	416	31	13.4
Mary Hopkins	486	17	28.6	Sherwood Heights	345	26	13.3
Helen Detwiler	585	21	27.9	Eastdale	264	20	13.2
Grange	380	15	25.3	Glen Brae	328	25	13.1
Pleasant Valley	225	9	25.0	Sir Isaac Brock	275	21	13.1
Centennial	549	23	23.9	Hillcrest	348	27	12.9
Chedoke	456	20	22.8	Elizabeth Bagshaw	334	26	12.8
Lake Avenue	803	36	22.3	James Macdonald	269	21	12.8
Queen Mary	666	30	22.2	Millgrove	243	19	12.8
Memorial (city)	680	31	21.9	Mountview	281	22	12.8
W.H. Ballard	740	34	21.8	Ryerson	370	29	12.8
Sir Wilfrid Laurier	579	27	21.4	Queen's Rangers	204	16	12.8
Sheffield	64	3	21.3	Ancaster Senior	524	42	12.5
Balaclava	506	25	20.2	Red Hill	237	19	12.5
Prince Of Wales	727	36	20.2	Dr. J. Edgar Davey	360	29	12.4
Collegiate	301	15	20.1	Fairfield	248	20	12.4
Central Park	355	18	19.7	Buchanan Park	309	25	12.4
George R. Allan	414	21	19.7	Hess Street	353	29	12.2
Huntington Park	451	23	19.6	Viscount Montgomery	468	39	12.0
George L. Armstrong	684	35	19.5	Westview	414	35	11.8
A.M. Cunningham	346	18	19.2	Queensdale	248	21	11.8
Mount Hope	346	18	19.2	Thornbrae	342	29	11.8
Roxborough Park	380	20	19.0	King George	246	21	11.7
Green Acres	278	15	18.5	Stinson Street	315	27	11.7
Bellmoore	290	16	18.1	Parkwood	139	12	11.6
Dundas Central	198	11	18.0	Ryckman's Corners	160	14	11.4
Janet Lee	485	27	18.0	Beverly Central	157	14	11.2
Westwood	359	20	18.0	Richard Beasley	333	30	11.1
Yorkview	269	15	17.9	Holbrook	210	19	11.1
Tapleytown	372	21	17.7	Cecil B. Stirling	510	47	10.9
Vern Ames	315	18	17.5	Spencer Valley	257	24	10.7
Bell-Stone	157	9	17.4	Gordon Price	340	32	10.6
Parkdale	279	16	17.4	Tweedsmuir	379	36	10.5
Mount Albion	431	25	17.2	Lincoln Alexander	314	30	10.5
Rousseau	341	20	17.1	Eastmount Park	289	29	10.0
Prince Philip	298	18	16.6	Lynden	99	10	9.9
Memorial (Stoney Creek)	259	16	16.2	Gibson	247	25	9.9
Cardinal Heights	485	30	16.2	Bennetto	272	28	9.7
Woodward	273	17	16.1	Robert Land	262	27	9.7
Ridgemount	305	19	16.1	Queen Victoria	287	31	9.3
Peace Memorial	304	19	16.0	Dr. J. Seaton	312	34	9.2
Adelaide Hoodless	574	36	15.9	Dundana	286	32	8.9
R.L. Hyslop	252	16	15.8	Lloyd George	187	23	8.1
Dundas District	557	36	15.5	Seneca	222	28	7.9
Winona	398	26	15.3	Rosedale	243	33	7.4
Dalewood	424	28	15.1	Linden Park	201	28	7.2
Lawfield	376	25	15.0	Glen Echo	279	41	6.8
Franklin Road	383	26	14.7	Glenwood	55	9	6.1
Highview	396	27	14.7	Central (city)	171	28	6.1
Norwood Park	365	25	14.6	Sanford Avenue	417	72	5.8
Hampton Heights	375	26	14.4	Strathcona	152	27	5.6
R.A. Riddell	590	41	14.4	Burkholder	365	70	5.2
Fessenden	329	23	14.3	Allenby	108	26	4.2
Guy Brown	479	34	14.1	Hillsdale	290	84	3.5
C.H. Bray	281	20	14.1				

Note: Ratios have been calculated using computers purchased with Board funds only.

February 1999

13-3

Secondary Hardware Summary

School	Population	Number of Computers	Ratio
Ancaster High	1440	91	15.8
Barton	1186	77	15.4
Delta	921	92	10.0
Glendale	1134	102	11.1
Highland	880	61	14.4
Hill Park	1223	96	12.7
Mountain Secondary	340	46	7.4
Orchard Park	1296	118	11.0
Parkside High	870	72	12.1
Parkview	395	47	8.4
Saltfleet	1186	325	3.6
Scott Park	765	58	13.2
Sherwood	1234	118	10.5
Sir Allan MacNab	1045	67	15.6
Sir John A. Macdonald	1229	272	4.5
Sir Winston Churchill	937	123	7.6
Waterdown High	1049	113	9.3
Westdale	1355	72	18.8
Westmount	1066	128	8.3

Total Population of Schools that returned data information ----- 19551

Total number of computers of returned data information ----- 2078

Ratio of returned data information ----- 9.4

The Hamilton-Wentworth District School Board

M E M O R A N D U M

To: Merv Matier, Director of Education

From: Krys Croxall, Superintendent of Education

Date: March 5, 1999

Re: *Interim Catchment Areas for the 1999-2000 School Year French Immersion Senior Kindergarten Registration*

RECOMMENDED ACTION:

Moved by _____ that the interim catchment areas for senior kindergarten registration for French Immersion schools be approved for the 1999-2000 school year.

RATIONALE:

Registration for French Immersion Senior Kindergarten for 1999-2000 will soon be taking place. The problem of equity of access to French Immersion Senior Kindergarten for students from former Wentworth County areas of the Hamilton Wentworth District School Board persists. This problem, which was recognized by the French Immersion Transition Committee, was referred to the Property Transitions Committee last year. However, the Zone Review Committees were given the responsibility for considering school catchment rationalizations. With the proposed zone study area process; it is not anticipated that there will be recommendations to change catchment areas until next year unless there is a serious accommodation issue to be resolved.

Executive Council discussed this topic and gave approval for the principals of the French Immersion schools to develop a recommendation for Senior Kindergarten registration catchment areas being extended into the county on an interim basis (for the 1999-2000 school year). Accordingly a meeting was held on Wednesday, February 24 and the following catchment areas were proposed (the schools whose catchment areas were amended are indicated by bolding):

FRENCH IMMERSION LOCATIONS

LOWER CITY for children living
West of Highway 403 and
COUNTY for children living in Dundas and Flamborough
GEORGE R. ALLAN SCHOOL
900 King Street West

LOWER CITY for children living
Between Highway 403 and James
EARL KITCHENER SCHOOL
300 Dundurn Street South

12-1
LOWER CITY for children living
Between James and Gage
SANFORD AVENUE SCHOOL
149 Sanford North

LOWER CITY for children living
Between Gage and Cochrane/Strathearn
A.M. CUNNINGHAM
100 Wexford Avenue South

LOWER CITY for children living
East of Cochrane/ Strathearn and
COUNTY for children living in lower Stoney Creek
GLEN ECHO SCHOOL
140 Glen Echo Drive

UPPER CITY for children living
East of Upper Wentworth to City Limits and
COUNTY for children living in upper Stoney Creek and Glanbrook (Bellmoore/Parkwood catchments)
PEACE MEMORIAL SCHOOL
75 East 36th Street

UPPER CITY for children living
West of Upper Wentworth to City Limits and
COUNTY for children living in Ancaster and Glanbrook (Mount Hope/Bell-stone catchments)
NORWOOD PARK SCHOOL
165 Terrace Drive

The extension of these boundaries would mean that all county children interested in French Immersion SK would be included initially on an in-catchment registration list with priority for spaces rather than automatically being on an out-of-catchment list. County students who prefer a different school to the school to which they have been assigned through this process would be placed on an out-of-catchment list in the same way that city students who prefer a different location are handled.

This proposal has been forwarded to the schools for discussion with School Councils.

It is not intended to disenfranchise any county student already attending a school that would differ from the school to which Senior Kindergarten registration from his or her home address is directed. There might be a problem should there be another child in the family preparing to enter Senior Kindergarten in a school other than the assigned school but going on an out-of-catchment list under this new arrangement for that student would be no different than the current process whereby all county students would be out-of-catchment anyway.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 03 11

RE: Planning Report

Recommended Action:

Moved by: _____

That the recommended actions stated in the Planning Report for March 1999 be approved.

RATIONALE:

Attached is the Planning Report for March 1999. Planning items have been grouped into the following categories:

1. Current items that will have a significant impact on school enrolment or Board property.
2. Current items that may have an impact on school enrolment or Board property.
3. Current items that should not have an impact on school enrolment or Board property.

A full set of materials has been located in the trustee lounge for review and not distributed with the agenda package.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act.

Should the Board decide to object to planning issues, a letter is to be sent to the Region requesting a copy of the "Notice of Proposed Decision". Once issued, the Board will have 20 days to appeal directly to the Ontario Municipal Board. Filing costs are approximately \$550.00 plus related legal and professional planning services required for the objection submission. The Board's submission must fully address the foundation of the appeal so that the Ontario Municipal Board can determine its merits and how they should proceed. Significant changes have been made to the Planning Act of Ontario that impact on the objection process.

At this time the Board has directed staff to file an objection to Seaside Village, and Highbury Meadows, both in Stoney Creek.

Specifically to Seaside Village, the project is a condominium development. Under the Planning Act, condominium projects begin construction prior to seeking draft plan approval. At this point in time all conditions have been met by the developer, including public consultation. The units in question will be ready for occupancy within the next 6-8 weeks. The Ontario Municipal Board may view this objection as frivolous and dismiss the appeal. The Highbury Meadows development is in the initial stages and may be more appropriately challenged following expert review of the proposed development.

The "Notice of Proposed Decision" has been requested from the Region regarding these developments. Consequently, unless directed otherwise, administration will file the appeals with the Ontario Municipal Board and incur the associated costs.

DS/dtg
99/03/05
attach.



Planning Report – March/99

1. Items that will have a significant impact on school enrolment or Board property.25T-99002 Parkview Estates, City of Stoney CreekRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Neighbourhood: SC: Map 6

Notes: 27 Single family homes

Former Wentworth County Site - "Hunter Estates"

Impacted Schools:

Development Type: Single Family

School Name	Units Remaining	Student Yield
MOUNTAIN VIEW	27	11
ORCHARD PARK	27	4

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removeable Classrooms	Projected Student Yields
Mountain View	K-8	352	259	(-93)	6	1
Orchard Park	9-OAC	1287	1351	64	-	4

25T-89011 West Waterdown Manor - Phase 2, Town of FlamboroughRecommended Action:

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Neighbourhood:

Notes: Amendment to Zoning by-law 90-145-Z. This is part of West Waterdown Manor subdivision. Guy Brown and Flamborough Centre are over capacity

Impacted Schools:

School Name	Units Remaining	Student Yield
WATERDOWN	3	1
GUY BROWN	3	
FLAMBOROUGH CENTRE	3	1

Area Schools	Grades	Current Enrolment	Ministry Rated Capacity	Surplus/ (Deficit)	Removeable Classrooms	Projected Student Yields
Guy Brown	K-6	479	159	(-320)	14	1
Flamborough Centre	K-8	466	270	(-196)	8	-
Waterdown High	9-OAC	1042	1003	(-39)	-	1

25T-99003 The Fields of Winona, City of Stoney Creek**Recommended Action:**

That notice be given to the Region and Municipality requesting that adequate notification be extended as outlined in Appendix A.

Neighbourhood: SC: Map 8

Notes: 50 single family lots. Students from Gr. 9 - OAC would have to be transported.

Impacted Schools:

Development Type: Single Family

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>
WINONA PUBLIC	50	21
ORCHARD PARK	50	7

<i>Area Schools</i>	<i>Grades</i>	<i>Current Enrolment</i>	<i>Ministry Rated Capacity</i>	<i>Surplus/ (Deficit)</i>	<i>Removeable Classrooms</i>	<i>Projected Student Yields</i>
Winona Public	K-8	396	283	(113)	6	21
Orchard Park	9-OAC	1287	1351	64	-	7

3. **Items that should not have an impact on school enrolment or Board property.**

25CDM-99002 20 Place - Phase 6, Township of Glanbrook

Neighbourhood:

Notes: 70 Condominium units in a premier adult community

Impacted Schools:

Development Type: Row/Townhouse

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>
MOUNT HOPE	70	0
ANCASTER HIGH	70	0

ZAC-98-30 1605 Upper Sherman Ave, City of Hamilton

Neighbourhood: Eleanor

Notes: For a change in zoning from "AA" (Agricultural) and "C" (Urban Protected Residential) to "G-1" (Designed Shopping Centre). The effect of the by-law is to permit development of subject lands for commercial uses.

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>
BARTON		0
LAWFIELD		0
LINCOLN M. ALEXANDER		0

3. Items that should not have an impact on school enrolment or Board property (continued)

D14-YO Lot 1, Plan 1029 (E.F.), Town of Flamborough

Neighbourhood:

Notes: Amendment to Zoning by-law 90-145-Z. To permit the severance of one lot.

Impacted Schools:

Development Type: Single Family

School Name	Units Remaining	Student Yield
WATERDOWN	1	0
FLAMBOROUGH CENTRE	1	0
GUY BROWN	1	1

By-law 90-145-Z D08-OS & D14-OS, Town of Flamborough

Neighbourhood:

Notes: To redesignate and rezone the property from "residential" to "institutional" to allow a residential day care facility on the subject lands

Impacted Schools:

School Name	Units Remaining	Student Yield
GUY BROWN		0
FLAMBOROUGH CENTRE		0
WATERDOWN		0

25T-94004 Tiffany - Phase 3 (Scenic Woods), City of Hamilton

Neighbourhood: Mountview

Notes: To install a cut-off swale along the common boundary (school lands/lots 16 to 26) to redirect the portion of existing School lands (Mountview) storm runoff which drains into the subdivision via overland flow.

Impacted Schools:

School Name	Units Remaining	Student Yield
MOUNTVIEW		0

APPENDIX A

That a letter be sent to the Municipality and the approving authority expressing the significant impact that student yields from the Draft Plan will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the Municipality proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval:

1. The developer at their expense, place adequate signage, based on Board specifications, be erected on site, advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
2. The sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
3. Any rental or lease agreement required for occupancy include in all agreements to renters or leasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.

The Region of Hamilton-Wentworth and the Municipality would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

1999 03 11

To: The Trustees

From: Merv Matier, Director of Education and Secretary

Re: SURVEY REQUEST FROM STATISTICS CANADA (Third Cycle)

RECOMMENDED ACTION:

Moved by _____, That the request from Statistics Canada to survey the teachers and principals of selected children attending schools within The Hamilton-Wentworth District School Board as part of the National Longitudinal Survey of Children and Youth be approved.

BACKGROUND

Both the former County and City Boards participated in the First and Second Cycle of this national survey. The NLSCY is now in its third cycle and will be gathering information on the critical factors impacting child development and well-being.

Data is gathered from several sources including parent interviews, youth questionnaires and testing of vocabulary, math and reading skills. The school component of Cycle 3 will be conducted in April, 1999. Teachers and principals will be asked to complete questionnaires about the school and the selected children. Furthermore, teachers will be asked to administer a short math and reading test to the selected children.

While Board approval would enable Statistics Canada to contact the selected principals and teachers, in all cases their participation is voluntary. In addition, the information that is provided by the principals and teachers will be held "in confidence" under section 13 of the Access to Information Act and section 19 of the Privacy Act (see Appendix II)

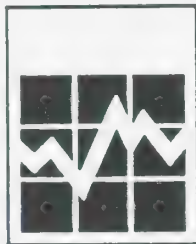
RATIONALE

Continued participation in the National Longitudinal Survey will be of benefit to education. The Council of Ministers of Education, the Canadian Teachers' Federation and the Canadian School Boards' Association, to name a few, are highly supportive of this undertaking. The consent of School Boards is extremely important for the success of this survey.

Further information about the survey and research to date can be found on the HRDC web site: <http://www.hrdc-drhc.gc.ca/arb/conferences/nlscyconf/>.

Appendices:

- I The Daily Statistics Canada – Major Releases
- II National Longitudinal Survey of Children and Youth District/ School Boards Approval Form



The Daily

Statistics Canada

Wednesday, October 28, 1998

For release at 8:30 a.m.

MAJOR RELEASES

- **National Longitudinal Survey of Children and Youth, cycle 2, 1996** 2
Information from the second cycle of the National Longitudinal Survey of Children and Youth, a comprehensive study of Canadian children conducted in 1996/97, is now available. The survey reveals that the vast majority of children were growing up healthy and well-adjusted two years after the first cycle, and were progressing well in school. Still, a significant proportion of children lived in difficult family circumstances and faced other disadvantages that put their development at risk.
- **Industrial Product Price Index, September, 1998** 6
In September, industrial product prices declined 0.6% compared with August and were 0.3% lower than the same period a year earlier.
- **Raw Materials Price Index, September 1998** 10
Manufacturers paid 1.6% more for raw materials in September compared with August, mainly due to higher prices for crude oil, aluminum materials and copper concentrates.

OTHER RELEASES

Employment, earnings and hours, August 1998	12
Crude oil and natural gas, August 1998	15
Cereals and oilseeds review, August 1998	16

PUBLICATIONS RELEASED



Statistics
Canada

Statistique
Canada

Canada

MAJOR RELEASES

National Longitudinal Survey of Children and Youth

Cycle 2, 1996

In 1994/95, the National Longitudinal Survey of Children and Youth (NLSCY) began a comprehensive study of Canadian children under the age of 12 with the goal of painting a statistical portrait of their lives spanning a number of years.

The information released today is from the second cycle of the NLSCY, conducted in 1996/97. These data show that the vast majority of these same children, two years later, were growing up healthy and well-adjusted, and were progressing well in school. Still, a significant proportion of children lived in difficult family circumstances and faced other disadvantages that put their development at risk.

Children unlikely to escape low income in the short term

Protracted periods in a lower-income environment are believed to pose risks to a child's development. The second cycle of the NLSCY provides new insight into the origins, persistence and consequences of low income for children.

For the purposes of this study, families were categorized into four income groups or "quartiles" after adjusting for family size. Families in the lowest quartile (25%) are designated as lower-income families in this study. A parent refers to the person most knowledgeable about the child, the same person who provided information about the child, and is usually, but not always, the child's biological mother. Parents were classified as young parents based on the age of this person in 1996.

Family structure, the age of the parents and whether one or both parents are employed are key determinants of whether children are living in a lower-income family. Four out of every five children were living in a two-parent family in both 1994 and 1996. Two-parent families are least likely to be in a lower-income situation. However, two-parent families where only one parent had earnings from employment were three times as likely as families with two parent earners to be lower-income families.

Seven of every 10 children living in lower-income families in 1994 were also living in a lower-income environment in 1996. Lower-income, then, while

Note to readers

The National Longitudinal Survey of Children and Youth (NLSCY), developed jointly by Human Resources Development Canada and Statistics Canada, is a comprehensive survey which follows the development of children in Canada and paints a picture of their lives. The survey monitors children's development and measures the incidence of various factors that influence their development, both positively and negatively.

The first cycle of the NLSCY, conducted in late 1994 and early 1995, interviewed parents of approximately 23,000 children up to the age of 11. They shared information not only about their children, but also about themselves and the children's families, schools and neighbourhoods.

The second cycle, carried out in 1996 and 1997, and released today, interviewed parents of the same children and provides unique insights into the evolution of children and their family environments over a two-year period.

Results from the second cycle of the NLSCY will be released in two phases. This release covers most characteristics of the children, their parents and families. The second release, to be published in the Spring of 1999, will focus on children in their school environment and in activities outside the home.

The NLSCY will continue to collect information on these same children every two years as they move into youth and adulthood.

Statistics Canada would like to thank the children, parents, teachers and school officials who are participating in the National Longitudinal Survey of Children and Youth. Without their collaboration this unprecedented source of insight into child development in Canada could not exist.

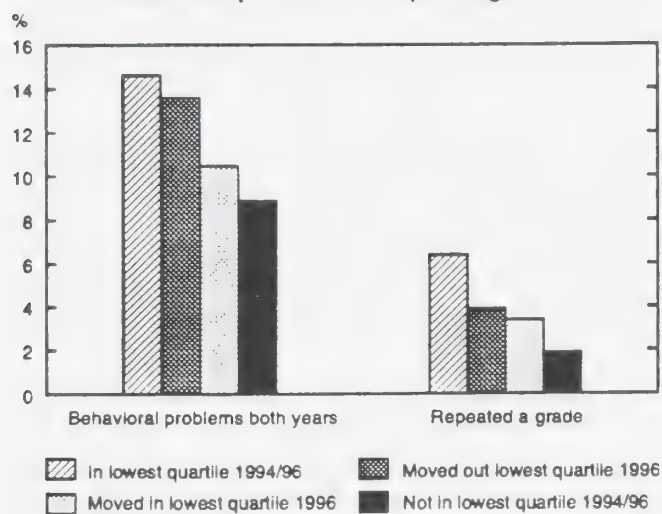
escapable, is persistent in the short-term for most children in the lowest 25% of family incomes.

Family breakdown often leaves children living in lower-income

The movement of children's families into and out of a lower-income situation between 1994 and 1996 is attributable primarily to family breakdown and formation. Other Statistics Canada studies confirm that changes in family composition, while relatively infrequent, have a strong impact on moves into and out of lower-income. Changes in family incomes from employment have less impact but are more frequent. For families with incomes that are close to the lower-income boundary, the two effects in total are approximately equal.

Children of families experiencing family breakdown between 1994 and 1996 were four times more likely to have moved into the lowest income quartile than other families (26% versus 6%). The reverse was also true.

Children in lower-income families most likely to have behavioral problems or repeat a grade

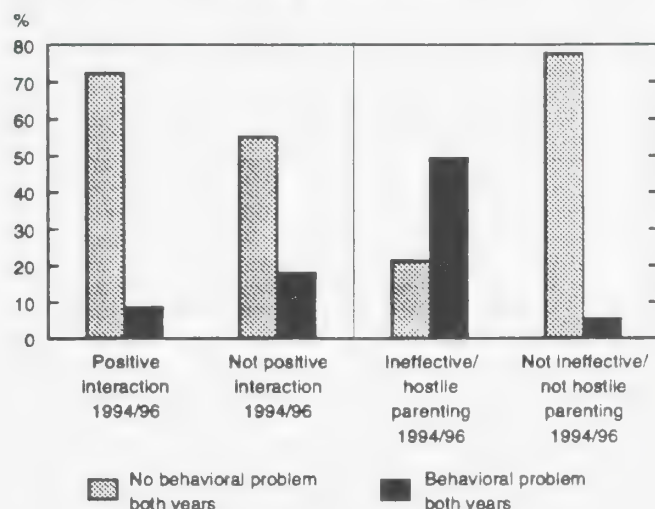


Lower-income children also more likely to repeat a grade

Between 1994 and 1996, only 3% of children repeated a grade at school according to their parents. The rate was three times higher for children who stayed in the lowest-income quartile in both 1994 and 1996 versus those not in that quartile in either 1994 or 1996. Still, even among those children in the lowest-income quartile in both years, 94% did not repeat a grade.

Children generally have strong support from their parents to pursue their studies through university. In 1996, about 60% of children living in lower-income families in both 1994 and 1996 were expected by their parents to attend university. This compared with approximately 80% of those who were not in a lower-income situation in either year. However, information from the first cycle of the NLSCY showed that teachers' expectations of lower-income children's potential to attend university were much lower than those of the children's parents.

Parenting style matters



Preliminary analysis of survey findings suggests that higher frequencies of behavioral, relationship and scholastic problems tend to persist, at least in the short-term, for children moving out of lower-income. Movements out of lower-income are associated with parental remarriage or return to employment of one or more parents. Hence, the persistence of problems may reflect new stresses in the child's life, reduced supervision, or the severity of the problem. Future cycles of the survey will provide greater insight into this phenomenon and longer-term assessment of these changes over time.

Parenting style matters

Parent-child interaction is a difficult phenomenon to measure and analyze. Early NLSCY results indicate that poor parenting practices are strongly associated with relationship and behavioral problems in children. Poor parenting practices appear to be a better predictor of these problems than living in single-parent, teen-parent and lower-income families.

Children who did not have positive interaction with their parents in both 1994 and 1996 were twice as likely to show persistent behavioral problems as children who had positive interaction with their parents in both years.

Children who were exposed to hostile or ineffective parenting in both 1994 and 1996 were nine times more likely to show behavioral problems in both these years than children who were not exposed to hostile or ineffective parenting.

The NLSCY has found that children at risk (e.g., lower-income, low parental education, family

Children of parents who were single in 1994 but were living with a partner in 1996 were also more than four times as likely to move out of the lower-income quartile as other children (30% versus 7%).

Young children are at risk of living in lower-income families

Research has shown that the pre-school years are a particularly critical phase in a child's long-term development. A large proportion of such pre-school children live in a family where the parent was less than 30 years of age.

Young parents have fewer financial resources at their disposal at this critical juncture in their child's development. Children living in a family where the parent was under age 30 in 1996 were three times more likely to have lived in a lower-income household in both years than those living in a family where the parent was 40 years of age or older.

Canadian children: Healthy and well-adjusted

By far the majority of children living in Canada are in excellent or very good health according to their parents. Eighty-one percent of all children were in excellent or very good health in both 1994 and 1996. These NLSCY findings confirm those of other Statistics Canada surveys such as the National Population Health Survey. While problems are more frequent among children living in lower-income and single-parent families, it is nonetheless true that the majority of children, including those in these families, are developing well.

In 1996, 20% of all children aged 6 to 11 had a behavioral problem. Half of these children also had a behavioral problem in 1994. The NLSCY shows that children with a behavioural problem are likely to have more than one problem (34% of those with behavioral problems in 1996 had more than one).

In lower-income families, 15% of children had a behavioral problem in both 1994 and 1996. This compares with 9% for children in families that were not lower-income in either 1994 or 1996. Similarly, children of lower-income families were more likely to have relationship problems with their parents, friends or teachers.

Definitions

Behavioral problems

The National Longitudinal Survey of Children and Youth (NLSCY) assessed three types of behavioral problems in children: **Conduct disorder** (aggression, either physical or indirect, or property offences); **Hyperactivity** (inattention, impulsivity and motor activity, etc.); and **Emotional disorder** (feelings of anxiety or depression, etc.).

Each type of behavioral problem was assessed through a series of questions concerning children aged 4 to 11. Responses were combined into a scale for each child and for each problem type. A child was considered to have a behavioural problem if he or she was scored in the highest 10% of the scale.

Parenting styles

The NLSCY measures four dimensions of parent-child interaction: **Hostile/Ineffective** interaction (how often parents tell children that they are bad or not as good as others, get angry when they punish children, etc.); **Punitive/aversive** interaction (how often parents raise their voice or yell at children, use physical punishment with children, etc.); **Consistent** interaction (the proportion of time parent makes sure the child follows a command or order, enforces a punishment after warning the child, etc.); and **Positive** interaction (how often parents laugh with children, play sports, hobbies, and/or games together, etc.).

Each parenting style was assessed through a series of questions concerning interaction with the individual child (parenting style may vary with each of the parents' children). Responses were combined into a scale for each child and for each parenting style. A child's parents were considered to exhibit a negative parenting style if they scored in the worst 10%.

Motor and social development

The NLSCY measured motor and social development through a series of questions addressed to parents of children aged zero to three. Questions varied with the age of the child and touched on reactions to social stimuli (the child smiles at the parent when the parent speaks to the child, seems interested in his or her surroundings, etc.) and acquisition of mobility skills (the child can turn onto his or her stomach, or has begun to walk, etc.).

Responses were combined into a single scale for each child. A child was considered to be developing unusually slowly if he or she was among the 15% of children with the least developed motor and social skills for that age group.

Children in single-parent families, regardless of income, were also more likely to exhibit behavioral and relationship problems. Children in these families were almost twice as likely to exhibit a behavioral problem as those in two-parent families in similar income situations.

dysfunction, prenatal problem, single-parent) have fewer behavioral problems when raised with positive and consistent parenting. Parenting style, particularly a hostile parenting style, has a more negative effect on behavioral problems than other factors such as income and family structure.

In 1994 and 1996, 80% of children lived with two parents. Of these, only 5% lived in a family where parenting was defined as hostile/ineffective in both years. Children in these families experienced a five times greater incidence of persistent behavioral problems than children living with single parents where the parental style was not defined as hostile/ineffective in either period.

Problems with motor and social development at young age lead to slower acquisition of vocabulary

Unusually slow development of motor and social skills (MSD skills) in early childhood is believed to have long-term and negative consequences for a child's later development. The factors determining the speed of development of these skills, and the relationship of these skills to later development, are complex issues.

Delays in development of motor and social skills appear to be associated with low-birthweight, among other factors. Low birthweight, in turn, is known to be associated with premature birth and the mother smoking during pregnancy. Survey results indicate that children with a low birthweight (almost 6% of all children) are three times more likely than other children to experience delays in motor and social skills development.

Lack of positive parental interaction with the child also appears to be related to slow development of motor and social skills. Children who did not receive positive interaction with the parent were twice as likely to exhibit unusually slow development of motor and social skills.

NLSCY results also lend support to the importance of motor-social skills in later development. Children who

showed delays in motor and social development at age two and three were almost three times more likely than those with no MSD delays to exhibit delays in the acquisition of vocabulary.

Research indicates that the level of vocabulary development is a measure of readiness to learn. Preliminary results from the NLSCY also indicate that there seems to be a relationship between the slow development of vocabulary and school achievement. Children who were acquiring vocabulary at a normal pace in 1994 were almost twice as likely to be doing "very well" in school, according to their parents, as those children who were acquiring vocabulary more slowly in 1994.

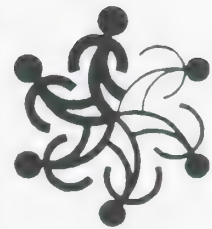
Results from the second cycle of the NLSCY therefore hint at some of the relationships between family circumstances and events in a child's life and their short-term implications for the child's subsequent development. The focus of the survey, however, is the long-term consequences of these circumstances and events. Several additional cycles of the survey will be necessary to draw strong conclusions about these relationships.

For further information about the National Longitudinal Survey of Children and Youth, including information regarding survey concepts, methods and data quality, contact Sylvie Michaud (613-951-9482; michsyl@statcan.ca) or Yvan Clermont (613-951-3326; cleryva@statcan.ca) Statistics Canada, or Allen Zeesman (613 946-5713; allen.zeesman@spg.org), Human Resources Development Canada.

Data are also available through custom tabulations. For information about the tabulations and other products and services available from Special Surveys Division, contact (613 951-4598; fax: 613 951-0562), Data Dissemination, Special Surveys Division. ■



**ENQUÊTE LONGITUDINALE NATIONALE
SUR LES ENFANTS ET LES JEUNES
FORMULAIRE DE CONSENTEMENT
COMMISSION SCOLAIRE**



Commission scolaire:

Ville:
Province:

(English on reverse)

Veillez inscrire la réponse de votre commission scolaire aux trois aspects de notre demande en cochant (✓) les cases appropriées.

- 1) Nous permettons à Statistique Canada d'envoyer un questionnaire aux directeurs et enseignants des élèves participant à l'Enquête longitudinale nationale sur les enfants et les jeunes (ELNEJ), sous réserve que ces personnes acceptent elles-mêmes de participer à l'ELNEJ ☐ Oui ☐ Non
- 2) Nous permettons à Statistique Canada de demander au directeur de l'école de chacun des élèves participant à l'ELNEJ d'administrer, aux enfants participants, une version abrégée du sous-test «Opérations mathématiques» du Canadian Achievement Test ☐ Oui ☐ Non
- 3) Nous demandons que l'information fournie à Statistique Canada soit tenue «confidentielle» en vertu de l'article 13 de la *Loi sur l'accès à l'information* et de l'article 19 de la *Loi sur la protection des renseignements personnels*. Cela signifie que Statistique Canada ne peut divulguer tout renseignement concernant un élève, un enseignant, un directeur ou une commission scolaire sans la permission écrite de la commission scolaire..... ☐ Oui ☐ Non

Il est entendu que les parents concernés ont donné leur consentement éclairé à Statistique Canada, l'autorisant à communiquer avec le directeur et l'enseignant de leur enfant pour leur demander s'ils acceptent de participer à l'ELNEJ. Les parents ont aussi autorisé l'administration du test d'aptitudes permettant de fournir une évaluation objective et standardisée du rendement scolaire de leur enfant.

Signature : _____

Nom :



Centre des statistiques sur l'éducation, Canada



Statistics
Canada

Statistique
Canada

Canada



**NATIONAL LONGITUDINAL
SURVEY OF CHILDREN AND YOUTH
SCHOOL DISTRICT / SCHOOL BOARDS
APPROVAL FORM**



School District / _____
School Board: _____

City/Town: _____

Province: _____

(Français au verso)

Please indicate the response of your school district / board to the three components of our request by marking (✓) the applicable boxes.

- 1) Permission is given to Statistics Canada to send questionnaires to the principals and teachers of students participating in the National Longitudinal Survey Of Children and Youth (NLSCY). It is understood that the participation of principals and teachers in the NLSCY is voluntary..... ☐ Yes ☐ No
- 2) Permission is granted for Statistics Canada to request that the principal of of a school attended by each of the students participating the NLSCY administer a short version of the Canadian Achievement Test-2 ☐ Yes ☐ No
- 3) We request that the information provided to Statistics Canada be held "in confidence" under section 13 of the *Access to Information Act* and section 19 of the *Privacy Act*. This means that Statistics Canada can not release any information about a student, teacher, principal, or school district without the written permission of the school district..... ☐ Yes ☐ No

It is understood that the students' parents have given their informed consent to Statistics Canada to contact their children's principals and teachers for voluntary participation in the NLSCY. It is also understood that students' parents have also given their permission for the administration of the achievement test to provide an objective, standardized assessment of students' levels of academic achievement.

Signed: _____

Name: _____

ADDITIONAL
INFORMATION FOR
THIS EVENING'S
MEETING OF THE
EDUCATION COMMITTEE

Open Agenda

DELEGATION

5. D. Agostino re adult student attending Delta Secondary School

ACTION ITEMS

13. Staffing Report – Full-Time Equivalent Positions

EDUCATION MEETING
1999 03 04

5-
Queen's Park Office:
Room 1413, Whitney Block
Queen's Park
Toronto, Ontario
M7A 1A4
(416) 325-8711
Fax (416) 325-8715



LEGISLATIVE ASSEMBLY

Constituency Office:
196 Parkdale Ave. North
Hamilton, Ontario
L8H 5X2
(905) 544-9644
Fax (905) 544-5152

DOMINIC AGOSTINO, M.P.P.
HAMILTON EAST

March 1, 1999

Chair and Committee Members
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Chair and Committee Members:

I am here today representing my constituent, Melissa Revill. Melissa is a mature student of 21 years of age. She is blessed with her son, Zackery. She has made a fabulous decision to return to school to obtain her high school education so she can provide a better future for herself and child.

Due to the Hamilton-Wentworth Board of Education's decision to not allow students over 21 years of age continue their education in the full-time school programs because of the funding formula, Melissa's future, with her son's, is uncertain.

Melissa decided to go back to school in September, 1998 because she felt the only way she would be able to get ahead was to go back to school. The Adult Education Program, continuing education programs, night classes and Correspondence Programs are not the best options for Melissa. She has tried adult education, but it did not work out well for her as she functions much better in a structured atmosphere. She currently receives day care subsidy so she can continue her studies. Under this program, it is much easier for her to find day care for her son during the day than it would be in the evening.

The Board's decision to deny students over 21 years of age full-time programs in Secondary schools is ludicrous. Melissa and I do not accept the funding formula as an acceptable excuse in allowing this to happen. There are only 179 adult students enrolled out of approximately 19,440 students. That is less than 1% of the student population. The classes that the adult students are taking are classes that already exist therefore, the funding aspect is not a viable argument. We could understand if there are classes that have to be established for only adult students needing to hire additional teachers etc, but this is not the case at all. There is no additional cost to the school board for allowing these students to attend full-time classes already in existence. It is our view therefore, that the School Board is not technically losing money having these students in classes.

Page 2
Re: Melissa Revill

I have received some feedback from Teachers who have taught adult students in their classes. They all agree that these students are definitely a positive influence to the rest of the kids. These students normally do extremely well academically in school. The teenage students have respect for the adult students for wanting to continue their education and the students have a better sense of maturity.

It has also been brought to our attention, that some adult students have been able to return to full-time classes. Numerous calls were made to Mr. Merv Matier, Director of Education, to enquire about the criteria with which these students were allowed back. Unfortunately, we have not heard back.

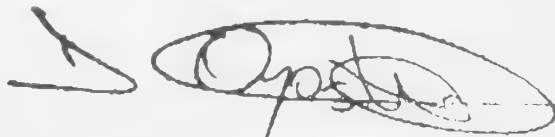
The Ministry of Education has made the decision to fund adult students at only two thirds of the \$3953.00 per pupil grant. I find this totally unacceptable. The needs of adult students are the same needs as any other student in Ontario. On one hand the Government want those on Social Assistance to get off the system and then on the other hand the Government continues to put roadblocks in their way. The School Board can correct a wrong decision with a right decision in providing the same education opportunities to all students despite their age.

Attached are letter of support from Melissa's teachers and her grade ten English Teachers Assistant. All concur that Melissa is an outstanding student and support her cause in returning to her classes.

I strongly urge that Melissa Revill's case be reviewed and grant her the right to return to Delta Secondary School. Both her life and her son's have been placed on hold and they are in your hands.

We also thank you all for giving us the opportunity to present our case in front of the committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Agostino', enclosed within a hand-drawn oval.

Dominic Agostino, M.P.P.
Hamilton East

Kristy Roberts
307 Grosvenor Ave, N.
Hamilton, On
L8N 7T2

March 1, 1999

Hamilton- Wentworth District School Board
100 Main St. W.
Hamilton, ON
L8N 3L1

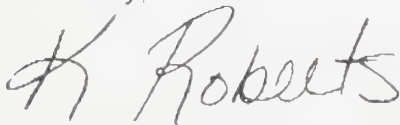
Dear Chair and Committee Members:

I was Melissa's Grade Ten English Teachers Assistant. I had the opportunity to work with Melissa for a full semester. Melissa was a joy to work with and a very good inspiration to other students in the class. She worked hard to the best of her ability and completed her work regularly even when obstacles came before her

Melissa's dedication to school and her son's future showed in her constant effort to pass English as well as her other classes. Melissa was one student who you knew you could count on to be the team leader and get the group on task. She also was the student you counted on to work well independently.

Melissa was a very pleasant part of our grade ten English class and would be a pleasant addition to any class offered at Delta Secondary School.

Sincerely,



Kristy Roberts
Teachers Assistant

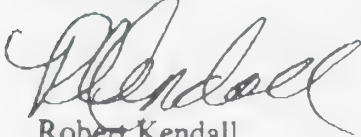
February 25, 1999

To Whom It May Concern:

This letter is to confirm that Melissa Revill was a student in my history class from September/98 to January/99. At all times, she was attentive, mature in her outlook, and worked effectively. Melissa's attendance would slip periodically due no doubt in part to her parental responsibilities.

In closing, I would recommend that she continue her educational goals

Yours truly,

A handwritten signature in cursive script, appearing to read "R. Kendall", written in dark ink.

Robert Kendall
History Teacher
Delta Secondary School



Delta Secondary School

Office of the Principal

1284 Main Street East
Hamilton, Ontario L8K 1B2
Telephone: (905)549-3031
Fax: (905)312-0414
Email: delta@hwdsb.on.ca

To whom it may concern:

Melissa Revill was a student in my grade eleven general level Biology class in the first semester of the 1998-1999 school year. She demonstrated diligence, responsibility, and commitment in her performance in this course. Melissa's work was always completed on time (often before the due date), accurately and neatly.

Her application and dedication were all the more commendable as she had been out of school for some time prior to this and also has the added responsibility of raising a young son on her own. She was able to juggle her various duties in an effective manner, which allowed her to successfully complete this course.

Her tenacity, organizational and communication skills, and her work ethic will contribute to her success in any endeavour that she may choose.

Mrs. I. Breichmanas
Assistant Head of Science

The Hamilton-Wentworth District School Board

M e m o

To: Mev Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer
Deborah Russon, Manager, Human Resources

Re: Staffing Report – Full-Time Equivalent Positions

Recommended Action:

Moved by: _____

That the February 1999 Staffing Report regarding Full-Time Equivalent Positions be received for information purposes.

Rationale:

Please refer to the attached Staffing Report regarding Full-Time Equivalent Positions which includes information as at the end of February, 1999.

C A3 ON HW W26

A33B

1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

SPECIAL MEETING OF THE BUSINESS COMMITTEE

MARCH 25, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Agenda

L. Orban

ACTION ITEM:

3. Instructional Facilities Review

D. Grant

URBAN MUNICIPAL

APR 19 1999

GOVERNMENT DOCUMENTS

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Instructional Facilities Review

Recommended Action:

The Business Committee recommends that the Board rescind the following resolutions:

Moved by: _____

That the following resolution, approved by the Board on October 22, 1998 be rescinded:

That a School Zone Review Committee be established for each zone to review the capacity and surplus space in the zone and that the Committee report back with recommendations for possible closure and boundary changes by September 1999, for closure by September 2000.

Moved by: _____

That the following resolution, approved by the Board on November 26, 1998 be rescinded:

That The Hamilton-Wentworth District School Board approve the following Terms of Reference dated November 10, 1998 regarding the establishment of Zone School Closure Review Committees, as amended.

Recommended Action:

Moved by: _____

That The Hamilton-Wentworth District School Board approve the Instructional Facilities Review action plan dated March 23, 1999.

Rationale:

The Business Committee carried the following motion at the March 11, 1999 meeting:

That the Study Area Accommodation Review Action Plan for the Study Area Committees dated March 9, 1999 be referred back to the officials and that a revised report be brought to a Special Meeting of the Business Committee prior to the Regular Board on March 25, 1999.

At the March 11, 1999 meeting the following issues were identified regarding the action plan presented for discussion:

- ▶ Time lines appeared unrealistic. Trustees preferred that greater time be allotted to gather pertinent information and allow for sufficient community input.
- ▶ Ministry of Education and Training announcements have significantly changed the accommodation review time frame and the Board should not focus on the September 1999 deadline specified in the Board approved October 1998 resolution.
- ▶ The Terms of Reference for study area committees need to be revised.

Accordingly, Executive Council has totally revamped the accommodation process to address the foregoing issues and developed the attached Instructional Facilities Review action plan dated March 23, 1999. The purpose of this action plan is simply to conduct a study of the Board's instructional facilities and identify a range of possible actions to enhance the effective and efficient use of these resources.

DG/GdeJ
1999-03-24

attach.

The Hamilton-Wentworth District School Board

Instructional Facilities Review

ACTION PLAN

Purpose: Effective and efficient use of Board resources in instructional facilities within the areas of:

- personnel
- program
- plant
- transportation

Action	Task	Date to be Completed by
Business; Plant	➤ Compile data on existing use of Board resources in instructional facilities.	April 1999
Executive Council	➤ Identify examples of potential ineffectiveness and inefficiencies in instructional facilities.	May/June 1999
Trustees; School Council Chairs; Principals; Superintendents of Education	➤ Conduct Study Area Accommodation meetings to: ▸ share data ▸ confirm inefficient and ineffective use of instructional facilities ▸ develop a range of possible actions to address inefficiencies and ineffectiveness as identified	October 1999
Community; Trustees; School Council Chairs; Principals; Superintendents of Education	➤ Conduct Study Area meetings for community input (storefront approach)	January 2000
Executive Council	➤ Prepare and present a report to Board outlining study area data and community response for information and further direction.	March 2000



THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

April 22, 1999

**URBAN
MUNICIPAL**

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of March 11, 1999 & March 25, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

ACTION ITEMS:

5. East Flamborough Accommodation Plan for 1999-2000 (report will be forwarded to Trustees next week).
6. Red Hill & Elizabeth Bagshaw Consolidation
7. Bennetto Library Concept
8. The Educational Archives and Heritage Centre
9. Education Development Charges Report
10. Calculation of Fees for Pupils for the 1999/2000 School Board Fiscal Year
11. Policy Recommendation:
 - i) Community Use of Schools
12. Response from the Student Council re OSSSA's request for financial assistance

K. Bain

W. Joudrie

W. Joudrie

W. Joudrie

D. Grant

D. Grant

D. Grant

E. Gafni

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

13. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee Board	April 28, 1999	7:15 p.m.
	April 29, 1999	8:00 p.m.
Education Committee Board	May 6, 1999	7:00 p.m.
Business Committee	May 13, 1999	8:00 p.m.
Special Education Advisory Committee Board	May 20, 1999	7:00 p.m.
	May 26, 1999	7:15 p.m.
	May 27, 1999	8:00 p.m.

D R A F T

**MINUTES OF THE BUSINESS COMMITTEE
MARCH 11, 1999**

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone and Joseph Rogers.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), K. Bell (Superintendent of Education – City West), E. Bond (Superintendent of Education- Secondary East), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance: D. Sage, Manager of Accommodation and Planning.

The Chair called the meeting to order at 7:00 p.m.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of February 18, 1999 be approved as distributed.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by H. Bullock: That the agenda be approved.
CARRIED.

ACTION ITEMS:

5. Study Area Accommodation Review Action Plan

The Chair drew attention to the revised report from the officials and then called on D. Grant who reviewed the salient details and then responded to the members' questions.

Several members felt that completing the task of the study area committees in the accommodation review phase within the six-month timeline was unrealistic. They preferred providing adequate time to gather the required information and allow for sufficient community input.

Noting that the former City Board had an accommodation review report presented yearly, one trustee remarked that a closer review (in terms of school boundaries, catchment areas, programming changes, system needs and community input) was necessary. Although encouraging the members to proceed with the accommodation plan, this trustee felt the Board should not focus on the September 1999 deadline as specified in the Board-approved resolution in October 1998.

Another member suggested that there were other Board policies or issues (e.g. transportation) which could be impacted by the accommodation review.

In response to further questions, the following clarifications were provided:

- a) No school has been identified for closure in the proposed action plan. This determination would be the responsibility of the study area committees through the application of the general considerations and criteria as set out in the School Closure Policy.
- b) It was affirmed that May 15, 1999 is a tight timeline for the study area committees in determining the school(s) to be considered for closure. However, this timeline results from "working backwards" from the September, 1999 due date for the report.
- c) Staffing constitutes a key decision. For the elementary panel, a February/March timeframe is required prior for a September implementation.

The Director affirmed that the six-month period outlined in the Accommodation Review Phase would not permit enough flexibility (particularly with the School Closure Impact Study) for the study area committees to meet the set deadline. Referring to the list of schools identified for potential closure in the October 22, 1998 Accommodation Review and stating that all study area committees had seen this, the Director asked the members whether or not the Board is still determined to pursue that area. The Director remarked further that administration would welcome direction from the trustees on how they wish to proceed with the accommodation study.

Noting the many concerns expressed by the members, D. Grant suggested referring the report back to the officials to realign the input/suggestions provided tonight, particularly in terms of timeline modifications.

It was moved by H. Bullock: That the Study Area Accommodation Review Action Plan for the Study Area Committees dated March 9, 1999 be referred back to the officials and that a revised report be brought to a Special Meeting of the Business Committee prior to the Regular Board on March 25, 1999.

Responding to a question, the Director agreed that revisions to the Terms of Reference for the study area committees will be included in the report.

To the motion, **CARRIED UNANIMOUSLY.**

6. Zone One Study Area Committee Report

In reviewing the report, K. Bain advised that feedback from the Zone 1 communities indicated that the recommendations in this report are acceptable to the community as short-term solutions only.

Some trustees expressed concerns regarding the number of portables, access to some programs and the impact of the adding the junior kindergarten program.

Expressing his concerns with the considerable impact of the recommendations to Mary Hopkins School,

It was moved by R. Woodworth: That the Zone One Study Area Committee Report be tabled until the area Superintendent can have a meeting to clarify with the Mary Hopkins School community the impact of the Junior Kindergarten program for September 1999.

K. Bain indicated that he would not be able to have such a meeting prior to the March 25th Special Meeting of this Committee and Board. Notification to the community regarding the meeting would not be out until March 22nd due to the March Break.

In response to a question, T. Cupido clarified that one of the issues around portables is availability; if there is a need to purchase new portables, funding would be a key consideration.

To the motion, **CARRIED UNANIMOUSLY.**

7. Future Use of Grange and Maple Lane Schools

K. Bain presented the report.

Responding to a request, K. Bain agreed to add trustee representation to the membership of the steering committee who will oversee the process.

It was moved by R. Woodworth: That Maple Lane and Grange Schools be organized as Unit Schools and that Maple Lane be used as an instructional facility in September 1999.

CARRIED UNANIMOUSLY.

[L. Peddle was not in the Board Room for the vote.]

8. Summary Report - Alternative Sources of Funds for New School Construction

D. Grant reviewed the report.

D. Grant explained for one trustee that the Ontario Regulation 444/98 provides the legal framework that governs disposition by a school board of its surplus schools/lands. He then read the pertinent sections of the regulations for further clarification.

It was moved by R. Woodworth: That the Summary Report – Alternative Sources of Funds for New School Construction be received for information purposes.

CARRIED.

[L. Peddle was not in the Board Room for the vote.]

It was noted that only boards qualifying for receipt of new pupil place grants will be able to approve a new EDC by-law.

It was moved by H. Bullock: That the Board send a letter to the Ministry of Education and Training emphasizing the need for modifications on the eligibility criteria for implementing a new Education Development Charges (EDC) by-law.

Stating that his previous letter to the Ministry had reflected this sentiment, the Chair of the Board agreed to continue to pursue the Ministry on this issue.

To the motion, **CARRIED UNANIMOUSLY.**

9. Carrier Contracts – Three-Year Term

D. Sage, Manager of Accommodation and Planning, presented the report.

It was moved by W. Hicks: That the Superintendent of Business and Treasurer be authorized to negotiate and enter into a three-year satisfactory agreement with existing transportation carriers for the provision of transportation services. The final agreement will be in a form satisfactory to the Board solicitor and will contain clauses that will ensure:

- consistency with Ministry of Education and Training requirements
- congruency with transportation funding provisions
- consistency with adopted Board Transportation policies, procedures and practices
- the Board retains the right to terminate without recourse or liability upon thirty (30) days written notice.

In reply to queries, D. Sage offered the following clarifications:

- a) The annual process to date with carriers has been most cost-effective. It is the understanding that this process would continue to be effective and preferable over the tendering process.
- b) The percentage figures (e.g. 80%, 60%) in the draft Transportation Contract relating to the Board's reimbursement responsibility to the carrier/operator in the event of school closures due to inclement weather, strike or labour dispute resulted from previous negotiations with existing carriers. This expenditure would only be paid providing it is covered by the provincial funding for transportation services.
- c) A clause could be included in the contract to address concerns relating to ramps and the availability of blankets for emergency situations.

To the motion, **CARRIED UNANIMOUSLY.**

10. Business Management 2000 – Three-Year Agreement

In reviewing the report, D. Sage clarified that the current contract of BMT2000 will expire on August 31, 1999.

It was moved by R. Woodworth: That the Superintendent of Business and Treasurer be authorized to negotiate and enter into a three-year satisfactory agreement with Business Management 2000 (BMT2000) for the provision of transportation services. The final agreement will be in a form satisfactory to the Board solicitor and will contain clauses that will ensure:

- consistency with Ministry of Education and Training requirements
- congruency with transportation funding provisions
- consistency with adopted Board Transportation policies, procedures and practices
- the Board retains the right to terminate without recourse or liability upon thirty (30) days written notice.

CARRIED.

11. Office Renovation Plan

D. Grant presented the report. Explanations in response to the members' questions on the proposed renovation plan were offered as follows:

- a) The accommodation needs of the Supervised Alternative Learning for Excused Pupils (SALEP) program will be addressed within the context of the renovation plans for Crestwood School.
- b) The Human Resources area will include provision for confidential meeting areas.

- c) The proposed office plan does not result in any reduction in meeting room space.
- d) Given the increased number of staff at the Education Centre, it was confirmed that an additional parking arrangement will have to be considered. Currently, each employee who wishes to park on the Lot, pays a fee via salary deduction and/or cash/cheque payment. In addition, staff parking is considered a taxable benefit.

It was moved by L. Peddle: That the Board approve the office renovation plan in support of the administrative structure of the amalgamated Board at a cost not to exceed \$240,000, to be funded from the Board Equity Capital Reserve Fund (B.E.C.R.).

CARRIED UNANIMOUSLY.

12. Comprehensive Energy and Water Reduction Program - Basket Three

P. Gillie and A. Cupido reviewed the report and responded to the members' questions. P. Gillie advised that a further update may come to the Board in the fall if all the accommodation issues and factors are known at that time.

When one trustee expressed concern with the wording of the recommendation in terms of the improvements in Basket 3, P. Gillie suggested, and the members agreed, that the reference to the appendices be deleted.

It was moved by H. Bullock: That the Board authorize Duke Solutions (Tescor) to implement the Improvements in Basket #3 as modified by the Opportunity Assessment Feasibility Studies for the Basket 3 City Schools and including the County Schools in accordance with the Basket 3 Cost and Savings Summary and the Consolidated Cost and Savings Summary.

CARRIED UNANIMOUSLY.

13. Computer Ratio by School

W. Joudrie presented the report. Providing an explanation for some of the apparent inequities across the system, he advised that this will be addressed over the next five years.

It was moved by R. Woodworth: That the Computer Ratio By School Report be received for information purposes.

CARRIED.

14. Interim Catchment Areas for the 1999-2000 School Year French Immersion Senior Kindergarten Registration

K. Croxall reviewed the report.

When one trustee inquired on the merits of a full-day program, K. Croxall commented on the difficulty of sharing classrooms. As well, there may not be commensurate number of county students to warrant an all-day programming.

It was moved by H. Bullock: That the interim catchment areas for senior kindergarten registration for French Immersion schools be approved for the 1999-2000 school year.

CARRIED UNANIMOUSLY.

15. Planning Report

In reviewing the report, D. Sage drew attention to the significant changes to the Planning Act of Ontario which impact on the objection process relating to land developments.

It was moved by R. Woodworth: That the Board's objection to the Seaside Village and Highbury developments in Stoney Creek be withdrawn.
CARRIED UNANIMOUSLY.

The members concurred that this will be considered a rescinding motion at the next Regular Board Meeting.

It was moved by R. Woodworth: That a letter from the Chair of the Board and the Secretary of the Board be sent to the City of Stoney Creek expressing the Board's concerns with the Seaside Village and Highbury Meadows developments.
CARRIED UNANIMOUSLY.

It was moved by W. Hicks: That the recommended actions stated in the Planning Report for March 1999 be approved.
CARRIED.

16. Survey Request from Statistics Canada (Third Cycle)

The Director presented the report, noting the value for school boards of the information resulting from this national survey. He clarified for one member that parental consent permeates throughout this survey process.

It was moved by W. Hicks: That the request from Statistics Canada to survey the teachers and principals of selected children attending schools within The Hamilton-Wentworth District School Board as part of the National Longitudinal Survey of Children and Youth be approved.
CARRIED UNANIMOUSLY.

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

17. Public Questions for Clarification

Nil.

Prior to adjournment, the Chair of the Board confirmed that the Special Meeting of the Business Committee prior to the Regular Board on March 25, 1999 at 7:00 p.m.

It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.
CARRIED.

The open session then adjourned at 9:42 p.m.

D R A F T
MINUTES OF THE SPECIAL MEETING
OF THE BUSINESS COMMITTEE
March 25, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle (7:10 p.m.), Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Bruce Wallace.

In attendance: M. Matier (Director of Education and Secretary), K. Bain (Superintendent of Education), K. Bell (Superintendent of Education), E. Bond (Superintendent of Education), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education), T. Cupido (Superintendent of Plant Services), K. Croxall (Superintendent of Education), P. Gillie (Superintendent of Education), D. Grant (Superintendent of Business and Treasurer), W. Joudrie (Superintendent of Education) and K. Waters (Superintendent of Education).

The Chair called the meeting to order at 7:00 p.m.

2. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved as distributed.
CARRIED.

ACTION ITEM:

3. Instructional Facilities Review

D. Grant presented the report. He referenced the revised process which provides for a much broader timeframe and a less restrictive approach to the accommodation study. Executive Council will be meeting over the May/June period to identify accommodation issues prior to the consultation process as outlined for the Fall. The resulting report is scheduled to be presented to the Business Committee and Board in March, 2000. He pointed out that this direction will require the rescinding of two motions which were adopted in October, 1998.

It was moved by W. Hicks that

(a) the following resolution, approved by the Board on October 22, 1998, be rescinded:

That a School Zone Review Committee be established for each zone to review the capacity and surplus space in the zone and that the Committee report back with recommendations for possible closure and boundary changes by September 1999 for closure by September, 2000.

(b) the following resolution approved by the Board on November 26, 1998 be rescinded:

That The Hamilton-Wentworth District School Board approve the following Terms of Reference dated November 10, 1998 regarding the establishment of Zone School Closure Review Committees, as amended.

CARRIED.

It was moved by H. Bullock that The Hamilton-Wentworth District School Board approve the Instructional Facilities Review action plan dated March 23, 1999.

D. Grant confirmed that the work of the Transition Committee regarding a transportation policy will continue and it is hoped a policy will be ready for presentation as soon as possible. He concurred that the Action Plan does not preclude the Board dealing with any accommodation-related issue that is pressing or time sensitive on an "as needed" basis.

[L. Peddle joined the meeting at 7:10 p.m.]

To the motion, CARRIED.

Adjournment:

It was moved by R. Woodworth: That the meeting be adjourned, this being done at 7:10 p.m.

CARRIED.

rm

ACTION ITEMS

BUSINESS COMMITTEE
1999 04 22

CAS 03 HW 026
A33B
1999

Hamilton Public
Library

ADDITIONAL
INFORMATION FOR
THIS EVENING'S

IRRAWAT MUNICIPAL

MAY 11 1999

GOVERNMENT DOCUMENTS

MEETING OF THE
BUSINESS COMMITTEE

Open Agenda

ACTION ITEMS

- 5. East Flamborough Accommodation Report
- a.-12. OSSSA Request

Please add this information to your agenda package.

BUSINESS COMMITTEE
1999 04 22

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

April 22, 1999

To: Merv Matier, Director of Education and Secretary

From: Ken Bain, Superintendent of Education

Re: **East Flamborough Accommodation Report**

Recommended Action #1:

Moved by _____ that the March 11, 1999 Zone One Study Area Review Committee Report be approved.

Recommended Action #2:

Moved by _____ that the Grade Sevens at Mary Hopkins be bussed to Flamborough Centre for Design and Technology and Family Studies.

Recommended Action #3:

Moved by _____ that the Grade Sevens at Mary Hopkins be bussed to Flamborough Centre for Instrumental Music.

Background:

The accommodation problem in East Flamborough, generally, and in Waterdown, specifically, is well known. In anticipation of a further increase in enrollment at Guy B. Brown School, the Zone One Study Area Review Committee met in March in order to identify a solution to the ongoing accommodation situation. Daryl Sage attended the meeting as a resource person.

Zone One Study Area Review Committee:

Ken Bain	Superintendent	Reg Woodworth	Trustee
Doug Johnson	Principal-Guy Brown School	Debora Bachewich	Guy Brown School Council
Linda Gandy	Guy Brown School Council	Lisa Neddow	Guy Brown School Council
Lyle Bentham	Principal-Balaclava School	Rod Dougherty	Balaclava School Council
Nora-Lyn Veevers	Principal-Mary Hopkins School	Gail Lunglul	Mary Hopkins School Council
Susan Szozda	Mary Hopkins School Council	Don Wood	Principal-Flamborough Centre
		Sue McGrath (Unable to attend)	Flamborough Centre School Council

5-1

The committee endorsed the following recommendations:

Effective September 1999

- That Grade Five students at Guy B. Brown School attend Flamborough Centre School for Grade Six.
- That Guy B. Brown School become a Kindergarten to Grade Five School.
- That Grade Six students at Mary Hopkins School remain at Mary Hopkins for Grade Seven.
- That Mary Hopkins School become a Kindergarten to Grade Seven school.
- That two portable classrooms be added to the Mary Hopkins site.
- That one portable be added to the Flamborough Centre site.

These recommendations do not **solve** the accommodation crisis in Waterdown. Only a **new school** in Waterdown will address the severe overcrowding that presently exists and will continue to exist.

We see these solutions as Zone One (East Flamborough) communities working together to address Zone One (East Flamborough) accommodation problems.

The principal of each school sent letters to each family outlining the proposals. The following summarizes community reaction at the time of my writing the original report:

Flamborough Centre – positive support for the plan – wants to remain a K to 8 school

Guy Brown – extremely positive support for the plan

Mary Hopkins – positive support for the plan – wants to be sure of access to specialty programs

Balaclava – not affected by the plan

Subsequently, the Secretary to the Board received a number of letters from the Mary Hopkins community concerning both the accommodation proposal and the possible implementation of Junior Kindergarten. There was enough concern that trustees asked for a community meeting at which the Zone One Accommodation recommendations and the Early Learning Advisory Committee recommendation regarding potential implementation of Junior Kindergarten in September 1999 would be presented.

The meeting was held on the evening of Wednesday April 14 at Mary Hopkins School. Approximately 100 parents, teachers and community members attended the meeting. Trustees Woodworth and Mulholland were also in attendance. A copy of the agenda (Appendix 1) indicates that a presentation along with a question and answer period afforded the community to hear the rationale for the accommodation and program recommendations and to ask questions for clarification or make statements about the proposals. Each member of the audience was provided with a ballot and was able to select from a couple of options regarding the proposals. A summary of the “voting” and comments (Appendix 2) indicates the response from those in attendance.

Recommendations/Rationale:

That the original recommendations from the March 11, 1999 Zone One Accommodation report be approved.

The original recommendations continue to be the best alternative for East Flamborough. Other options have been considered and were not supported by the Committee.

- **Add portables to Guy B. Brown** – uncertain that site can accommodate additional portables - increases overcapacity problems – adding pupils will further limit pupil access to library, gym, resource room and computer lab
- **Send Grade Fives from Guy B. Brown to Grade Six at Mary Hopkins** – not supported by the Guy B. Brown School Council reps - will result in those pupils attending three different schools in three years

- **Turn Flamborough Centre into a middle school** – not supported by the Flamborough Centre School Council rep – would result in all children from Junior Kindergarten to Grade Five moving to different schools for September, 1999
- **Include Balaclava School in the solution** – would result in increased transportation costs as students are transported greater distances and would be on a bus for a longer period of time each day

Bus Grade Sevens to Flamborough Centre for DT/FS

This recommendation is in keeping with present practice and is consistent with an earlier board motion regarding the continuation of these programs in county schools. Flamborough Centre is already a “host” school for the Grade Sevens and Eights from Balaclava School.

Bus Grade Sevens to Flamborough Centre for Instrumental Music

This recommendation results from input at the community meeting at which it was clear that parents wanted their children to be offered the same programs as if they had attended Flamborough Centre. This may result in an additional transportation cost unless the principals can coordinate the DT/FS bussing schedule with Instrumental Music. Flamborough Centre would become the District’s only “host” school for Instrumental Music.

Summary:

Although the community rejects the original recommendations by a narrow margin, these accommodation solutions appear to be the most viable. I can assure trustees that the alternatives presented above would be resoundly rejected at both Flamborough Centre and Guy B. Brown Schools. I do not wish to place one school community against another.

The Mary Hopkins School community wants their Grade Sevens to have every program advantage they would have normally had if these accommodation recommendations had not been implemented.

Mary Hopkins Public School

Accommodation and Programs - 1999-2000

Community Meeting Agenda

Wednesday April 14, 1999

1. Welcome
2. Purpose for this evening
3. Format for this evening
4. Early Learning Advisory Committee Recommendation
5. East Flamborough Accommodation Recommendation
6. Questions and Answers
7. Concluding Remarks

MARY HOPKINS PUBLIC SCHOOL
Community Meeting
ACCOMMODATION and PROGRAMS – 1999-2000

April 14, 1999
7:00 p.m.

Response to Questionnaire:

1. Mary Hopkins School becoming a **K – 7** for the 1999-2000 year.

YES = 28 NO = 34 No Response = 9
 YES - With conditions = 4

Comments:

Yes with conditions - with a guarantee all programming will be offered at Flamborough Centre.
 - only if this arrangement is temporary.
 - DT/FS and Instrumental Music programs must continue.

2. Mary Hopkins School becoming a **JK – 7** for the 1999-2000 year.

YES = 17 NO = 52 No Response = 8

Comments:

There must be adequate space for **all** who register for JK

Comments:

- Mary Hopkins to take Guy Brown's grade 6's and send Mary Hopkins grade 7's to Flamborough Centre.
- Make Flamborough Centre a middle school (grades 6 – 8).
- Mary Hopkins become an Elementary school (JK – 5) with no enrolment restriction on the number of classes.
- Address the current existing problems before offering any other new programs.
- Bussing for DT&FS students must be considered.
- Regarding the Accommodation problem at Mary Hopkins, why offer a new program (JK).
- Mary Hopkins should be a K-8 school - no JK.
- Portables must be removed from Mary Hopkins – use port-a-pacs.
- A new school should be built.
- Offer a lower teacher/student ratio for SK students and do not offer JK.
- JK should be offered to ALL eligible children at all schools or not at all.

- There was poor communication (not enough advertising) to the community regarding interest in JK.
- There may not be accommodation for all interested JK students...but what spaces are available is better than nothing at all.
- I would like to see smaller numbers in the Kindergarten classes to get the children ready for Grade 1.
- Concern is how are you going to register these students into JK.
- Offer one ½ day JK and one ½ day SK for students who walk or have transportation at noon time
- Offer JK/SK blend.
- Have a 3 day enrolment application time frame and then a draw with a wait list.
- Not enough advertising regarding this community meeting tonight - not enough representation.
- I prefer a JK to 6 school.
- Need a fair enrolment plan.
- Gr. 7's to Flamborough Centre.
- Guy Brown grade 6's come to Mary Hopkins.
- JK should be offered only when adequate space is available for everyone who wishes to attend.
- Do not spend any money on the JK when you cannot support the basic requirements put forth by the Board.
- Parents need the guarantee of DT&FS&Instrumental Music programs and regular safety inspections of portables.
- Separate recess, lunch hours and sports locations for grade 7's at Mary Hopkins (K, 1 & 2's should not be on the same playground).
- Lunch time Supervision of the JK's is a concern maybe ½ day every day classes.
- All day program for JK students is too much.....have you considered the emotional needs of these students.
- Offer JK when surplus room is available.
- Mary Hopkins should be a K-8 school with all the regular programs offered.
- If JK comes to Mary Hopkins we will lose our quality of education.
- Proper facilities have to be offered for science and French etc.
- Need to be more creative in supporting existing programs.
- Our students deserve better than either proposal.
- K - 7 only as a 1 year temporary solution.
- What happens next year when grade 6's go to grade 7?
- JK/SK blend is inappropriate as grade 1 is such a new challenge for these young children.
- The value of JK is over-rated.
- Want smaller SK classes so the children will be better prepared.
- JK is not a mandatory program.....therefore does not need to be offered.
- School is at capacity already NO ROOM FOR JK.
- With no EA's and only one adult (teacher) how do you expect to supervise 23 JK children?
- The JK Survey should have been put in the paper and given ALL parents in the community a chance for input.
- 25 JK/SK blended is too high.
- I would not send my children to JK.
- All East Flamborough students should have the benefit of being together in the same learning environment.
- If you keep making accommodations we will NEVER get a new school in town.
- Toni Skarica was very conspicuous in HIS ABSENCE. He created this crisis and should help solve it.
- We need a need a new school - get the existing schools back to their originally determined sizes/populations.
- Spend funds on currently offered programs.
- Grade 7's need to be given another option!
- The catchment area should include Balaclava.
- The Gym at Mary Hopkins is not a usable facility.
- You are trying to make a decision too quickly regarding over-crowding rather than sound educational pedagogy.
- Bussing the Grade 7's to Flamborough Centre - are you going to extend their school day to cover the travel time?

1999 04 22

To: The Trustees

From: Elad Gafni, Student Trustee

Re: OSSSA Request

Recommended Action:

Moved by _____, that The Hamilton-Wentworth District School Board allocate the sum of \$1000 to the Central Niagara Region of the Ontario Secondary School Students' Association.

Rationale:

At the November 12, 1998 meeting of the Business Committee, a request on behalf of the Central Niagara Region of the Ontario Secondary School Students' Association for the sum of \$3500 (\$0.15 for each student enrolled in secondary schools located within The Hamilton-Wentworth District School Board) was discussed. It was decided to refer the request to the Presidents' Council for recommendation. If you recall, there was no Presidents' Council meeting in December, the January meeting was cancelled due to inclement weather, the issue was discussed at the February meeting; however, the President's requested more information as to where the money would be spent, and so a decision was delayed until the March meeting.

As you can see, the request is for the sum of \$1000, and not the originally requested amount of approximately \$3500. There are several reasons for this. The Presidents recognize that the financial situation in the province is tight, and that money is not readily available. As well, the Presidents do not wish to possibly interfere with programs already in place which benefit the students of our Board.

However, the Presidents also recognize that OSSSA is a respectable student organization, which represents the interests of students province-wide. In addition, the Presidents recognize that OSSSA is an educational experience which teaches students various skills applicable throughout life -- in particular, leadership. OSSSA has assured the Presidents' Council that all monies received would be spent on organizing conferences and other such leadership events for the students.

In addition, a similar request for financial assistance was made to each of the School Boards which comprise our OSSSA region. The Halton Catholic Board responded to the request with \$300, while another Board responded with \$800. However, it should be noted that the students of The Hamilton-Wentworth District School Board take particular advantage of our Central Niagara Chapter of OSSSA. Approximately 70% of the students who participate in OSSSA events in our region come from our Board. As well, many of the OSSSA Executive members are students from our Board.

Therefore, whereas most of the Central Niagara Region of OSSSA is comprised of students from The Hamilton-Wentworth District School Board, and whereas OSSSA is an educational extension of the classroom, the Presidents' Council recommends that The Hamilton-Wentworth District School Board allocate \$1000 to the Central Niagara Region of the Ontario Secondary School Students' Association.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: April 22, 1999
Subject: RED HILL/BAGSHAW CONSOLIDATION

Recommended Action:

Moved by _____, that the consolidation of Red Hill and Elizabeth Bagshaw Schools commencing September 1, 1999 be approved.

Moved by _____, that Red Hill/Bagshaw School be approved as the interim name of the consolidated school.

Moved by _____, that all renovation work associated with the consolidation be completed prior to July 30th, 1999.

Moved by _____, that renovation & moving costs, for the consolidation of Red Hill/Bagshaw not to exceed to \$120 000, be allocated from Working Reserves.

Rationale:

On February 25th, the Board approved a motion to form a School Consolidation Committee for Red Hill/Bagshaw Schools.

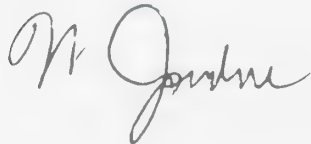
The committee consisted of:

- Wayne Joudrie, Superintendent of Education (Chair)
- Barb Haverty, Principal of Red Hill School
- Eto Corcione, Principal of Elizabeth Bagshaw School
- Jill Campbell, School Council Chair, Red Hill School
- Patty Grice, School Council Chair, Elizabeth Bagshaw School
- Joe Rogers, Trustee

The committee met three times (March 2, 8 and April 12). During the March meetings, the Committee completed Impact Study Sheets for each school (*Appendix A*).

On Monday, March 29th, an Open House was held at Bagshaw School to solicit community input into the possible consolidation. The turnout was low. As a result, the committee determined to distribute copies of the survey to all parents in both schools. This was completed during the last week in March. The combined results of the two survey formats is summarized in *Appendix B*.

Based upon the analysis of the survey results and informal consultation, the committee supported the four recommendations outlined above.

A handwritten signature in cursive script, appearing to read "M. Jordan".

School Closure Impact Study

CRITERION	IMPACT COMMENTARY ON BAGSHAW	
	PLUSES	MINUSES
1. Program Implications	• Larger staff allows for creative staffing/ programming • Peer Mentoring/ Mediation • More resources • Opportunities for Cross Grade Groupings	• Less flexibility in timetabling (access to gym, library, etc.) • Loss of Watershed Program • Increased numbers for Lunchroom.
2. School Attendance Areas	• Same community maintained • Creation of viable JK-8 school • Mid size school organization	•
3. Enrolment Projections	• stable enrolment • approx. 600 students	• Potential impact on Laurier parents wanting JK-8 in Bagshaw or Laurier
4. Transportation Issues	• no bussing impact	• parking congestion
5. Social Impacts	• Improved Reputation (Positive Role Modelling) • More parental involvement in school • Siblings together • Reduced Gr.5-6 Transition Issues	• Laurier student integration in Gr. 6 may be more difficult. • Larger may mean more impersonal.
6. Financial Impacts to School Operations	• Increased school budget • Improved efficiency in Heating/Lighting • Savings through sharing materials	•
7. Capital Needs of "Host" School	• Modifications to some classrooms • Creative Playground ??? • Add'l washroom facilities	• Costs of renovations (\$100 000 max) (9 classrooms and Kindergarten area) • Moving costs (\$20 000 approx)
8. Staffing Implications	• Increase in staff interaction/flexibility • Principal and Vice-Principal • enhances Secretarial complement 1.5 or 2.0	•
9. Alternative Use of Facilities	•	•
10. Additional Considerations	•	• Disruption of Schedules during renovations.

School Closure Impact Study

CRITERION	IMPACT COMMENTARY ON RED HILL	
	PLUSES	MINUSES
1. Program Implications	- Possible Itinerant Music/Phys.Ed. - Greater flexibility for Special Events/Coordination - Full spectrum of Primary Junior & Inter. Division - Peer Mentoring/Mediation - Improved facilities (ie. Family Studies, Art Rm. Science Labs, etc.)	Loss of Flexibility in Program (ie. use of Gym, Library)
2. School Attendance Areas	Same community maintained	
3. Enrolment Projections	- stable enrolment - approx. 600 students "Big" School—"Big" Image	
4. Transportation Issues	no bussing	- traffic congestion at Bagshaw - Parking Space - Red Hill Creek Expressway?
5. Social Impacts	- Positive Role Models - Less transition from Gr.5 to 6 - Enhanced reputation - Better attendance at School Functions - Red Hill students looking forward to "Big" School	- Influence of older students on younger students - Larger may mean more impersonal - Gr.5's lose some leadership opportunities
6. Financial Impacts to School Operations	- Increased School Budget - More efficient use of funds	
7. Capital Needs of "Host" School		Moving costs (\$20 000 approx)
8. Staffing Implications	- Increase in staff interaction/flexibility - Principal and Vice-Principal - Enhanced secretarial complement 1.5 or 2.0	
9. Alternative Use of Facilities	Community use of facilities (Cubs, Brownies, etc) at Bagshaw	
10. Additional Considerations	- Enhanced Fundraising capabilities - Day Dare Possibilities - Air Conditioning	- Vacant school—vandalism - tight timeline - comfort level of young students in larger facility - Red Hill tradition/history. - Name???

Red Hill--Bagshaw Survey

	Yes	No	Not Sure
REDHILL PARENTS	17	9	4
BAGSHAW PARENTS	9	5	0
STAFF	1	0	0
TOTAL	27	14	4

Major Advantages:

- schools should consolidate
- Bagshaw is air-conditioned
- better facilities (10x)
- less fear of "graduating" from Gr. 5 (7x)
- financial advantage (4x)
- both children in same school (7x)
- older kids help younger ones
- more flexibility for teachers (5x)

Major Disadvantages:

- expressway noise/pollution (3x)
- young students being exposed to Gr.6,7,8's (8x)
- intimidation & peer pressure (2x)
- traffic/parking problems (2x)
- unproductive "babysitting" by older kids
- less gym access (3x)
- more impersonal (7x)
- vandalism of vacant school

Additional Comments:

- clearly defined lunch times (4x)
- Red Hill Expressway proximity (2x)
- supervision (4x)
- parking space (2x)
- separate washroom
- Red Hill teachers to Bagshaw (3x)
- complete renovations now (4x)
- keep Red Hill open
- sell off Red Hill

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: April 22, 1999
Subject: BENNETTO LIBRARY CONCEPT

Recommended Action:

Moved by _____, that Board Staff enter into discussions with the City of Hamilton with respect to enhancements to the Bennetto Recreation Centre.

Moved by _____, that Board staff enter into discussions with the Hamilton Public Library with respect to a joint library facility at Bennetto Recreation Centre.

Rationale:

On Monday, March 29, I met with Ken Roberts from the Hamilton Public Library. Also in attendance were staff from the City of Hamilton Community Services Division. They shared with me a plan for the upgrading of the Recreation Centre at Bennetto.

Recreation Centre: The Centre is over thirty years old and in need of an upgrade. They talked about improvements to the Gym as well as an extension to the existing building to house a community room. They inquired as to the process to gain access to the additional land needed to accomplish this task. In the past, the City Board who owns the land surrounding Recreation Centres donated the land to the City in recognition of the value-added to the community. I indicated that this approach has not been tested with the new Board so I could not indicate a likely position.

Library: The Picton Branch of the Library is currently in a rental property close the school. The staff of the Library find it to be less than an ideal location. The usage by students is the most significant draw on the resources. Ken Roberts would like to investigate the possibility that with the enhanced Recreation Centre, a library be added as well. The concept could include having shared resources in a single library thus freeing up space in the school for classrooms. The Library could be staffed by a Teacher-Librarian during the school day and by HPL staff at night and on the weekends.



THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: April 22, 1999
Subject: THE EDUCATIONAL ARCHIVES AND HERITAGE CENTRE

Recommended Action:

Moved by _____, that the following motion of the October 22, 1998 Business Committee be rescinded: "It was moved by L.Peddle that ... Vincent Massey be offered to coterminous boards at no cost for use as regular day schools."

Moved by _____, that the Hamilton-Wentworth District School Board Educational Archives and Heritage Centre be moved to Vincent Massey School by September, 1999.

Moved by _____, that the Hamilton-Wentworth District School Board continue to assume the operating costs associated with the maintenance of the Educational Archives and Heritage Centre as outlined in the attached report.

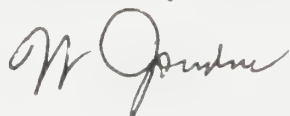
Moved by _____, that the Hamilton-Wentworth District School Board Educational Archives and Heritage Centre Policies and Procedures be received as information.

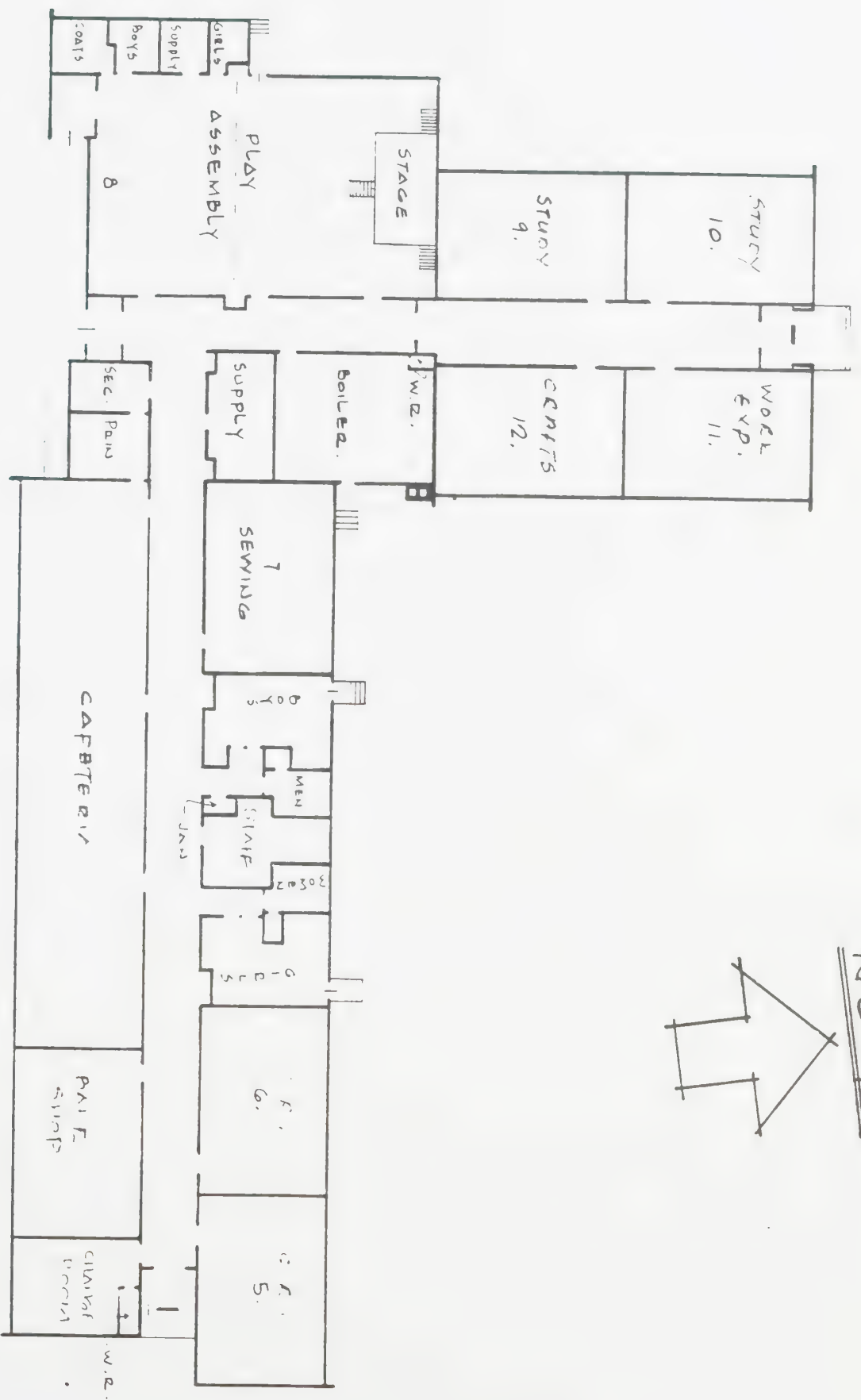
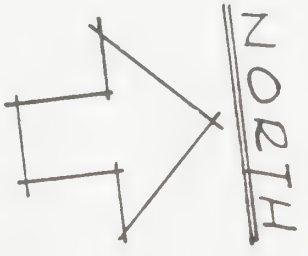
Rationale:

The Archives have led a nomadic existence. In fact, they have relocated five times in the last seven years. The intent behind this recommended move is to locate in one spot where we can see the Archives have a stable home for the foreseeable future. The Vincent Massey School would meet the current needs of the Archives in that it is a one-floor plan with access by car or bus. The space needed for the Archives would use up approximately half of the school's area and allows the opportunity to expand as the collection grows.

Currently, Vincent Massey has been designated by the Board as one of a group of schools that should be offered to the coterminous Board at no cost. The intent was to get the "pupil loading" removed from our inventory. If we were to identify Vincent Massey as the location for the Archives, a rescinding motion would need to be approved.

At Executive Council, other uses for the additional space at Vincent Massey were discussed. It appears that our move to reduce Board inventory has created a need for additional meeting space. Having space at Vincent Massey may help in this regard. A floor plan for Vincent Massey is attached for your reference.





Room No.		The Board Of Education For The City Of Hamilton	
Budget Item #		Description Floor Plan	
W. O. Number		Date Feb. 17	
		School VINCENT MASSEY	
		Sht. 1 of 1	



REPORT

Prepared by J. Aikman, Manager / Curator
Adopted March 2, 1999

by Educational Archives and Heritage Centre Advisory Committee
M. Aikman, Chairperson

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD EDUCATIONAL ARCHIVES AND HERITAGE CENTRE

BACKGROUND

In 1988, Arnold Krever, the Director of Education for the Board of Education for the City of Hamilton recognized the need to establish a process for retaining the important documents and artifacts relating to education in the Hamilton area, particularly those specific to the Hamilton Board of Education. A committee was established under the chairmanship of Fred Neumann to investigate the feasibility of establishing some sort of "archives". The Committee met and prepared a report to Senior Management in June 1988. This Committee became the official Archives Committee.

One of the most important tasks was to find a location for the Archives. Initially housed in a room on the third floor of Sanford Ave. School, the Archives has been relocated several times, having been located at Delta Secondary School and Queen Victoria School before arriving at its present location in Ainslie Wood School in 1991. It currently occupies the former Cleaning Trades Shop and two other small classroom areas.

PROGRESS SINCE 1988

Under the chairmanship of Fred Neumann and later David Brown, the Archives Committee has been able to accomplish the following:

- assemble and store the Archives collection at Ainslie Wood School.
- produce an inventory of over 1 000 items into an on-line accessions list.
- establish a collection of school texts, books, manuals, curriculum guidelines.
- collect significant cornerstones, datestones, lintel stones, letters from former Hamilton Board of Education schools which have been demolished in the past 10 years.
- collect and organize school registers and catalogue them with the volunteer assistance of the local branch of the Ontario Genealogical Society.
- set up a permanent display of school equipment i.e. classroom materials, building equipment including old desks, plaques, teaching aids, curriculum resources, maps, banners, staff pictures, washroom equipment, boiler equipment for examination by the public at the Archives location.
- provide displays of educational items at numerous school reunions and anniversaries.
- establish a "book sub committee" who prepared and published "**150 Years of Excellence**" a history of the 150 years of the Hamilton Board of Education which limited to one printing, sold out immediately.
- retrieve many items from the Board's Warehouse when it closed in 1997.
- establish a photographic file of schools, students, staff and significant events in the history of the Hamilton Board of Education.
- establish a file of memorabilia from many schools to be held for the purpose of requests and research requirements.
- provide displays of educational memorabilia at the Education Centre.
- shred all student marks sheets prior to 1965 under the Freedom of Information and Protection of Privacy Act (Ontario 1988)
- research information requests from the general public on former students to assist with family history researches and other personal matters.

In 1997 - 1998 the Archives Committee consisted of

Chair: M. David Brown*
 Members: Murray Aikman*
 Fred Neumann*
 Karyn Hogan
 Rev. Dr. John Johnston
 Karen Baxmeier*
 Walter Moir*
 Bob Williamson
 Lois Evans
 Pauline Hewak
 Margaret Robinson

Staff Volunteers John Aikman,* Voluntary Collections Assistant
 Ken Snell
 Lyle Dalgleish and members of the Hamilton chapter of the
 Ontario Genealogical Society.

* indicates original Archives Committee members

CURRENT SITUATION

In January 1998, the Hamilton-Wentworth District School Board was established following the amalgamation of the former Wentworth County School Board and the Board of Education for the City of Hamilton. It now assumed responsibility for the archival materials and artifacts of over 270 active and closed schools in the Hamilton-Wentworth Region. In April 1998, the Archives lost a valued member in the passing of its Chairperson and prime mover, M. David Brown.

Following these two events it was agreed by the Archives Committee that new directions were needed. Since September 1998, the following have been accomplished:

1. Mr. John H. Aikman was appointed by the Director, M. Matier, as the **Manager / Curator of the Archives**.
2. A new **Archives Advisory Committee** was established with volunteers from the present Hamilton-Wentworth District School Board staff as well as retired persons from the former Hamilton and Wentworth County Boards of Education.

Members of the **Educational Archives and Heritage Centre Advisory Committee:**

Chair: Murray Aikman
Vice Chair Bob Williamson
Secretary: Pauline Hewak
Treasurer Fred Cliffe

Members Donna Iler
 Karyn Hogan
 Margaret Robinson
 Walter Moir
 Fred Neumann

Ad Hoc Members:

Wayne Joudrie Supt. of Education
 Trustee Representative
 John Aikman Manager / Curator

2 to be added from former Wentworth County Board members

3. The Archives Advisory Committee met in February and recommended that the name of Archives be replaced by the **Hamilton-Wentworth District School Board Educational Archives and Heritage Centre**. This was done to recognize that a good proportion of the present collection is comprised of artifact type objects and materials which are non archival. The archival materials include paper materials in the form of minutes, correspondence, reports, photographs and textbooks. This name change will better reflect the diversity of the collection.
4. The Advisory Committee is now known as the *Educational Archives and Heritage Centre Advisory Committee*.
5. The Educational Archives and Heritage Centre Advisory Committee has approved the following **Policies and Procedures** including:
 - A Vision Statement
 - Objectives
 - Accession Policy
 - Deaccession Policy
 - Collections Management Policy
 - Acquisition Procedure
 - Conservation Policy
 - Loan Policy

A copy is attached.
6. The number of volunteers has increased from two, prior to September 1998, to twelve at the present time. These volunteers, mostly retired staff members, spend at least three hours a week reorganizing the collection; inventorying portions of the collection; doing research as the results of requests for information by the general public; speaking to students in our system about archives and their particular school's history; mounting displays at the Education Centre and at various reunions and school anniversaries. (W. H. Ballard's 75th, Dalewood's 50th, Delta's 75th, Home and School Association Convention in Hamilton)
7. The Educational Archives and Heritage Centre is open to the general public on Tuesdays and Wednesdays. Each month a number of people make appointments to visit our collection in search of information about the schools as well as about former students. In many cases people are working on family genealogies. The Centre is available to, and has been used by school groups wishing to learn more about the history of their particular school and community.
8. The Educational Archives and Heritage Centre has a working relationship with the Ontario Genealogical Society, (Hamilton Branch) who has assisted in organizing the collection of Student Registers.
9. At the present time the Collection has been organized with similar items having been placed in a location so that our inventorying process can be carried out. The inventorying has involved inputting the information on a data base so that it can be easily accessed. The data on textbooks and education related books will be catalogued by the staff of the Harry Paikin Library and made available to the entire System. It is hoped that the inventory process of the remainder of the collection (both archival and artifact) can also be accomplished in the near future.
10. The Manager / Curator has met with the Archives Consultant of the Archives Association of Ontario who examined the entire collection, policies and procedures. He has made helpful suggestions regarding the conservation and preservation of the collection, particularly the paper materials, from future deterioration. Much of this deals with the provisions of appropriate environmental conditions and acid free containers to preserve sensitive items.

The report and recommendations of the Archives Consultant are attached.

11. The Educational Archives and Heritage Centre has maintained its membership in the Hamilton-Wentworth Heritage Association which provides for on-going communications and assistance among the various museums and heritage sites within our Region. This Association can also assist us with bulk buying of archival materials.
12. The Educational Archives and Heritage Centre is now beginning to receive historical items from the former Wentworth County Board and its schools. Space has been made available in Ainslie Wood School to temporarily house these materials. Once the Educational Archives and Heritage Centre has been relocated to a new site, a concerted effort will be made to receive more items from the former Wentworth County Board and its schools.

THE MOHAWK TRAIL SCHOOL MUSEUM

In 1967, the Hamilton Teachers' Council, the predecessor of the Hamilton Teachers' Federation undertook as its Centennial Project, to restore an old one room school as a working museum and display of the educational heritage of the area. They chose the former S. S. # 5 Barton Township School built in 1882, on Mohawk Road West near West 18th St. This school had been part of the annexation of the adjacent Mohawk Trail School in 1952. Under the direction of Lois Evans, its first curator and later Walter Moir, the Mohawk School Museum has provided an opportunity for thousands of students from Hamilton and the surrounding area to experience education at the turn of the 19th century. The Hamilton Teachers' Federation continued to support the operation of this museum until 1998. In 1976 the adjacent Mohawk Trail School was closed and it was demolished in 1997. The property was sold to a developer who severed the land but maintained the old Mohawk Trail School Museum property. The Mohawk Trail School Museum has had to be temporarily closed as there is no water or sewage service nor washrooms on site.

It is recommended that the Education Archives and Heritage Centre assume responsibility for the Mohawk Trail School Museum and to provide educational programming to the students on the region. It is also recommended that Hamilton-Wentworth District School Board undertake to provide the necessary water/sewage connections and washroom facilities and to provide a yearly maintenance budget.

**BENEFITS OF THE EDUCATION ARCHIVES AND HERITAGE CENTRE OF THE
HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

1. To continue to preserve the collection of memorabilia, records and documents of the Hamilton-Wentworth District School Board and its predecessors.
2. To continue to receive and store all School Registers prior to 1970 and the O.S.O.R. Cards prior to 1945 .
3. To provide access by staff and the general public to the documents and materials housed in the collection.
4. To assist schools in identifying items which are archival in nature and to assist with the cataloguing of these items.
5. To provide materials, records and documents to assist schools with reunions and anniversary celebrations.
6. To operate the Mohawk Trail School Museum and to open it to classes and the general public on a regular basis. *This is dependent of the provision of the necessary services and facilities.*
7. To set up displays at the Educational Archives and Heritage Centre location to exhibit the collection in period-type rooms or displays.
8. To continue the acquisition of artifacts from schools within the present system.
9. Where relevant, to assist teachers in the support and augmentation of the Ministry of Education Curriculum expectations.

PRESENT NEEDS

Inasmuch as Ainslie Wood School has been identified to be removed from the Board's inventory of buildings it is necessary that the Educational Archives and Heritage Centre be relocated to another location.

MINIMUM SPACE REQUIREMENTS FOR THE ARCHIVES AS OF JUNE 30, 1999

- | | | |
|---|--------------------------------|----------------|
| 8 | Classroom size (24 x 30) rooms | 5 760 sq. feet |
|---|--------------------------------|----------------|
- 1 24' x 30' classroom for storage of School Registers
 - 1 24' x 30' classroom for storage of Library Books and Curriculum Documents
 - 2 24' x 30' classrooms for storage of large items (desks, corner stones, display cases
 - 2 24' x 30' classrooms for displays and access for the public including visits from school groups
 - 1 24' x 30' classroom for use as a teaching facility for visiting school classes.
 - 1 24' x 30' classroom for use as a meeting and work/ repair room preferably with sink and water service
- 1 washroom
 - 1 utility area for floor cleaning materials

Due to the heavy weight of a number of archive artifacts (cornerstones, lintelstones, school name stones) it is necessary that the Archives be on a ground floor location. There should be few or no steps into the building.

There should also be access for truck deliveries.

SERVICES REQUIRED BY THE ARCHIVES LOCATION AS OF JUNE 30, 1999

1. Provide for heat, light, and security monitoring through the Board's central system. Building maintenance as well as snow cleaning would also be required.
2. Begin a program to provide for proper archival conditions: constant temperature and humidity control to avoid further deterioration of the documents in storage.
3. Provide for a telephone and telephone answering service.
4. Provide a photocopier and servicing in order to assist in the delivery of requested information from the system and the general public.
5. Provide for an On-Line link with the Hamilton-Wentworth District School Board System to facilitate communication. This would require the installation of suitable computer, programming, and printer. The present computer terminals would also need to increased to 3 and the present program upgraded to a more system wide level.
6. To begin a process of replacing our present filing and storage containers with acid-free files, containers and boxes. This would be an on going process involving several years.

SITE CONSIDERATIONS

In order to accommodate the needs of the Educational Archives and Heritage Centre the staff has looked at several possibilities. These are listed in order of preference:

Vincent Massey School
 Briarwood School (a portion thereof)
 Binkley School
 University Gardens School

ANTICIPATED OPERATING COSTS (based on 1998 information)

SITE	VINCENT MASSEY	BRIARWOOD	BINKLEY	UNIV. GARDENS
Space Available	19 647 sq. ft.	69 115 sq. ft. * whole school	12 144 sq.ft.	10 340 sq. ft.
Heat	3 000	3 000	3 000	3 000
Light	6 200	6 200	6 200	6 200
Security	n/c 10.50/call	n/c 10.50/call	n/c 10.50 /call	n/c 10 50/call
Taxes	n/c	n/c	n/c	n/c
Telephone	900	900	900	900
Maintenance 3hrs/week	2 800	2 800	2 800	2 800
Snow Clearing	1 200	1 200	1 200	1 200
Photocopier rental, service	350	350	350	350
Computer program upgrade	n/c	n/c	n/c	n/c
Add 2 computer terminals Upgraded printer.	3 000	3 000	3 000	3 000
Humidity Controls Dehumidifier Humidifier	1 000	1 000	1 000	1 000
Acid-free storage materials	2 000	2 000	2 000	2 000
Supplies Paper, etc	3 000	3 000	3 000	3 000
Mohawk Trail Museum Operations Heat, Light, Telephone	3 500	3 500	3 500	3 500
Yearly Costs	26 950	26 950	26 950	26 950
* Moving Expenses	13 000	13 000	13 000	13 000
TOTALS	39 950	39 950	39 950	39 950

* NOTE: This is a one time item.

RECOMMENDATIONS

Realizing the importance of preserving the unique history of the development of education by the Hamilton-Wentworth District School Board and its predecessors and of the continuance of the Educational Archives and Heritage Centre, the Hamilton-Wentworth District School Board recommends that:

1. *The Hamilton-Wentworth District School Board Educational Archives and Heritage Centre be moved to Vincent Massey School by September, 1999.*
2. *The Hamilton-Wentworth District School Board continue to assume the operating costs associated with the maintenance of the Educational Archives and Heritage Centre as outlined in the attached report.*
3. *The Hamilton-Wentworth District School Board receive and accept the Policies and Procedures of the Educational Archives and Heritage Centre as outlined in the attached report.*

For Future Considerations

The Educational Archives and Heritage Centre Advisory Committee will be continuing to explore several options to provide for the even better operation of the Educational Archives and Heritage Centre. Among the future considerations include the following:

1. The incorporation of the Educational Archives and Heritage Centre Advisory Committee as a "not for profit" organization known as "The Hamilton-Wentworth District School Board Educational Archives and Heritage Centre Inc.". This would allow the Educational Archives and Heritage Centre to apply to outside agencies for grant funding which would eventually reduce dependency upon the Hamilton-Wentworth District School Board for operational funding.
2. The purchase of the Vincent Massey School site at minimal cost by "The Hamilton-Wentworth District School Board Educational Archives and Heritage Centre Inc." from the Hamilton-Wentworth District School Board. This would assist the Hamilton-Wentworth District School Board in the reduction of student spaces.
3. "The Hamilton-Wentworth District School Board Educational Archives and Heritage Centre Inc." purchase the Mohawk Trail School Museum and operate as part of its program. This would necessitate the installation of necessary water / sewage connections as well as the construction of suitable washroom facilities, before any purchase occurs.
4. The Hamilton-Wentworth District School Board consider the relocation of its Student Records Department to the new location of the Educational Archives and Heritage Centre. This would permit all items which fall under *Freedom of Information and Protection of Privacy Act (Ontario 1988)* to be located in the same building.
5. The Hamilton-Wentworth District School Board approach the Ontario Genealogical Society (Hamilton Branch) with a view to offering the O.G.S. rental space within the building of the new Educational Archives and Heritage Centre. At present the O.G.S. rents space on the third floor of the Sanford Ave. School. Many of the O.G.S. volunteers are working regularly at the present location of the Educational Archives and Heritage Centre assisting in the inventorying of archival items.

8-11

HAMILTON - WENTWORTH
DISTRICT SCHOOL BOARD

EDUCATIONAL ARCHIVES
and
HERITAGE CENTRE

POLICIES & PROCEDURES

Prepared by J. Aikman, Manager / Curator

Adopted March 2, 1999

by Educational Archives and Heritage Centre Advisory Committee
M. Aikman, Chairperson

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
EDUCATIONAL ARCHIVES AND HERITAGE CENTRE

VISION STATEMENT

The Vision of the "Educational Archives and Heritage Centre of the Public Hamilton - Wentworth District Board of Education" is

"To foster an appreciation of the rich Educational Heritage of the Hamilton- Wentworth Region among local residents and visitors to the area as exemplified through the histories of the former Board of Education for the City of Hamilton and the former Wentworth County Board of Education and their predecessor township and school district boards of education, through appropriate collections management, creative programming and public awareness and access."

This vision will be realized through the fulfillment of the following objectives:

- serving as the ultimate repository for the boards minutes, policies, school registers, account books, correspondence, reports and other pertinent print materials
- preserving the artifacts and memorabilia of those schools, staff and students which comprise the present Hamilton-Wentworth District School Board and its predecessors in this area.
- serving as a resource centre for all historic educational materials to make them accessible to present, former and future students, and staff as well as the general public.
- developing and maintaining an audio and visual record made of the contributions of the leaders in education of the present Hamilton-Wentworth District School Board and its predecessors.
- supporting the maintenance of documents and artifacts located at individual schools
- displaying historical records and artifacts at the Education Centre, school reunions and other public locations as requested
- overseeing the operation of the Mohawk Trail School Museum in terms of inventorying its collection, publicity, program development and delivery and staffing by volunteers.
- interpreting the uniqueness of the Collection as well as the history of the boards of education which led to the formation of the Hamilton-Wentworth District School Board to the present day students as well as to the general public.

STUDENT RECORD RETENTION

The Educational Archives and Heritage Centre is the repository for the following areas of student records according to the *Freedom of Information and Protection of Privacy Act (Ontario 1988)*

- School Registers**
- All **School Registers** of schools which have operated and subsequently been closed which were under the auspices of The Hamilton-Wentworth District School Board and its predecessor boards of education within the Hamilton-Wentworth Region.
 - All **School Registers** of schools operated by The Hamilton-Wentworth District School Board from the beginning of the operation of each school up and until 30 years from the current date. i.e. All schools will retain the School Registers in their buildings for a period of at least 30 years.

Ontario School Office Record Cards O.S.O.R. Cards

- All **O.S.O.R. Cards** (if available) from schools which have operated and subsequently been closed which were under the auspices of The Hamilton-Wentworth District School Board and its predecessor boards of education within the Hamilton-Wentworth Region. Note: All **O.S.O.R. Cards** will be retained in the Office of Student Records at the Education Centre for a period of 55 years from the present date. All **O.S.O.R. Cards** from the period prior to 55 years from the present date will be transferred to the Educational Archives and Heritage Centre for safe keeping and historical research. This transfer will occur at five year intervals from the year 2000.
- All **O.S.O.R Cards** of schools operated by The Hamilton-Wentworth District School Board from the beginning of the operation of each school up and until 55 years from the current date. i.e. All schools will retain the **O.S.O.R. Cards** in their buildings for a period of at least 55 years. All **O.S.O.R. Cards** from the period prior to 55 years from the present date will be transferred to the Educational Archives and Heritage Centre for safe keeping and historical research. This transfer will occur at five year intervals from the year 2000.

Ontario Student Record Card O.S.R. Card is

The **O.S.R. Cards** will remain in the school which the student presently attending and will be transferred to any new school within Ontario where that student is registered. When the student withdraws from the schools of Hamilton-Wentworth District School Board; transfers to a school outside the Province of Ontario; or upon his / her death, the **O.S.R. Card** will be forwarded to the Office of Student Records at the Education Centre. The **O.S.R. Cards** will not become part of the collection of the Archives.

COLLECTIONS MANAGEMENT

A primary focus of the Educational Archives and Heritage Centre will consist of collecting and maintaining the public records generated by the Hamilton-Wentworth District School Board and its predecessors within the Hamilton-Wentworth Region. It will also receive artifacts and memorabilia from both present and former staff members, students, and the general public which are and were pertinent to the delivery of education by the Hamilton-Wentworth District School Board and its predecessor boards of education within the Hamilton-Wentworth Region.

Records and artifacts may be acquired through donation, gift, loan, bequest, or transfer.

There will be two categories to the Collection

(a) the **Permanent Collection** which will include the records, artifacts and memorabilia which have been donated and which are either a "one of a kind" or of sufficient quality to warrant preservation.

(b) the **Program Collection** which will include records, artifacts, and memorabilia which have been donated but are of a duplicate nature of sufficient quality to warrant preservation and which will be utilized and handled by the general public and students as part of an educational program into the histories of the earlier boards of education in this region as well as the Hamilton - Wentworth District School Board. These items ultimately may be destroyed or removed from the Program Collection when their condition deteriorates to a degree that they are no longer useful.

ACCESSIONING POLICIES

Accessioning is the procedure followed to ensure physical and legal control of donated, gifted, loaned or purchased archives or artifacts by way of a Deed or Gift.

Before any material is received into the permanent collection of the Educational Archives and Heritage Centre of the Hamilton-Wentworth District School Board it must meet the following conditions:

- The Educational Archives and Heritage Centre may acquire items by donation, gift, loan, bequest, transfer, or purchase.
- Materials must be relevant to the objectives and priorities of the Educational Archives and Heritage Centre. Basically the materials should have been used by the Hamilton-Wentworth District School Board and its predecessors.
- Materials developed by the Ministry of Education and former Department of Education for Ontario that would have been relevant to the Hamilton-Wentworth District School Board or its predecessors.
- The acquisition and / or donation of artifacts and archival materials to the collection will be considered and approved by the Educational Archives and Heritage Centre Advisory Committee based on the recommendation of the Collections sub committee.
- The Educational Archives and Heritage Centre must be able to provide proper storage and care of the item acquired, and ensure its availability for research, education and exhibition purposes.
- A donation is to be treated as a gift outright to the Educational Archives and Heritage Centre. This frees the Hamilton Wentworth District School Board and the Educational Archives and Heritage Centre from any conditions and restrictions governing the use or disposal of the object. This fact is clearly stated on the **Temporary Deposit Form**.
- The Educational Archives and Heritage Centre will not guarantee to exhibit any object accepted for the Collection. This shall be stated on the **Temporary Deposit Form**. Items not on exhibit will be considered part of the Reserve Collection or the Program Collection.
- Objects which fit into the subject, location and time categories but are not suitable for acceptance due to size, condition, unnecessary duplication or doubtful educational value should not be acquired.
- The Educational Archives and Heritage Centre will acquire items in accordance to the laws of the provincial and federal governments of Canada and international agreements between Canada and other countries, and be free of all other legal encumbrances.
- Acquisitions become the property of the Hamilton-Wentworth District School Board
- When an object is received a **Temporary Deposit Form** receipt will be issued. Where possible, the donor will be notified of the decision within sixty days.

- Whenever possible, all pertinent and known information applying to the object shall be recorded when the object is first received.
- Items that have been approved will be assigned a Permanent Accessioning Number and a permanent record will be kept of each item.
- At the time of donation, written direction should be received, if at all possible, as to what should happen to the item if it is not accepted into the Permanent Collection. e.g. The item may be returned to the donor; traded to a similar museum or archive; sold; or destroyed in a proper manner as outlined in the Deaccessioning Policy.
- All items which have been accepted into the Collection should be acknowledged in written form as soon as possible after the decision has been made.
- Each item should be marked with a "temporary inventory number" upon receipt and then a "permanent accession number" upon being placed in the permanent Collection.
- All items received into the permanent Collection shall be stored according to the appropriate conservation practices for that type of object.

ACQUISITION PROCESS

- | | | | |
|---|---------------------|----|---|
| A | Receipt of Items | 1. | Once the Educational Archives and Heritage Centre has received notification of a potential item, arrangements will be made with the Manager for the item either to be picked up or delivered to the Educational Archives and Heritage Centre. |
| | | 2. | The donor will be asked to provide as much written information as possible about the history of each item.
e.g. what is it, where and when was it used, by whom. |
| | | 3. | Artifacts and Archival materials which have no known donor or were found on the premises of school structures about to be destroyed or were donated prior to January 1999 will be considered as "found ins" |
| B | Completion of Forms | 3. | A "Temporary Deposit Form" will be completed by the donor providing the information as per 2 above as well as acknowledging that this is a temporary donation pending the approval of the Acquisitions Committee. The "Temporary Deposit Form" or the will request that the donor indicate what is wished of the item should it not be accepted into the Permanent Collection. i.e. to be returned; to be sold; to be disposed of; to be destroyed.
A letter of acknowledgment of receipt of the item into the temporary inventory will be sent out as soon as possible by the Manager to the donor. |
| | | 4. | The item will be given a Temporary Inventory Number and an Inventory description will be done including size, shape, history, where from, condition. It will be set aside for a decision as to its being accepted into one of the two collections, i.e. Permanent or Program. |
| | | 5. | If an item is considered to be a "found in" item i.e. with no particular donor then step 4 will be followed. |
| C | Acceptance Process | 1. | The "Collections sub committee" will meet periodically to assess those items which have been received into the Temporary Inventory. A decision will be made on each item as to whether it should be included in the Permanent or Program Collection or to be disposed of according to the wishes of the Donor as outlined in 3 above. The wishes will be carried out as directed by the Donor. |
| | "found ins" | 2. | If the item is a "found in" and there is no donor, then the Collections sub committee will determine the most appropriate manner in which to deal with the item as to whether it will be accepted into the Permanent Collection or not. If it is not accepted then the Collections sub committee will determine the most appropriate manner in which to dispose of the item according to its Deaccessioning Policy. |

3. If the item, which has had an identified Donor has been accepted into either collection, a letter will be sent to the Donor indicating the disposition of the item either into the Collections or to indicate what is to happen to the item according to the wishes of the Donor on the original **"Temporary Deposit Form"**.

D Registration Policy

1. Items accepted into the Collections will be assigned an Accession Number and the **"Temporary Deposit Form"** Each item will be given a location number or position for easy retrieval.
2. The information on the item from the **"Temporary Deposit Form"** will be transferred to the Records of the Permanent Collection.

E. Conservation Policy

1. The Educational Archives and Heritage Centre will attempt to provide the optimum environmental standard for the preservation of the Collection in all physical areas where artifacts and archival records may be present. Control standards for temperature, relative humidity, air cleanliness and light will be maintained where possible.
2. The Educational Archives and Heritage Centre will establish a set of procedures for the protection of the Collection in the event of fire, flood, theft, vandalism, accident or damage by insects and vermin.
3. The Educational Archives and Heritage Centre, through The Hamilton-Wentworth District School Board, will provide artifact and archival storage and work area sufficient to accommodate the size and material composition of the Collection.
4. The Educational Archives and Heritage Centre will maintain standards for packing, storage, exhibition, handling and transport of artifacts and archival materials.
5. The Educational Archives and Heritage Centre will provide in-house training for the volunteer staff in the correct handling of artifacts and archival materials.
6. A report of all significant cleaning, repair or conservation treatment will be added to the permanent record of the item concerned.
7. The assistance of qualified individuals will be sought for the treatment of artifacts and archival materials when deemed necessary.

F Research Policy

1. The Educational Archives and Heritage Centre will be committed to carrying out research to study the history of education as it was developed and presented in Ontario and in particular in the Hamilton-Wentworth Region by the Hamilton-Wentworth District School Board and its predecessors.
2. The Educational Archives and Heritage Centre and its Collection will be made available to enquiries from the general public as a resource for personal research.
3. The Educational Archives and Heritage Centre will provide opportunities for students to visit and utilize its resources both at the Mohawk Trail School Museum and also at the displays located at its permanent location.

G Loan Policies**Incoming:**

1. Loans to the Educational Archives and Heritage Centre shall be temporary and for definite purposes of display, research or education.
2. No artifacts or archival materials will be borrowed for indefinite periods. Loan agreements will be reviewed annually or more frequently as required.
3. Temporary loans may only be accepted by authorized staff persons and must be documented on the appropriate Loan Form.
4. The Educational Archives and Heritage Centre will be responsible for the care and security of borrowed items.
5. The Educational Archives and Heritage Centre through the Hamilton-Wentworth District School Board shall hold insurance coverage to adequately cover the value of borrowed items.

Outgoing

1. Temporary loans may be made to other institutions judged as suitable borrowers for display, research or educational purposes.
2. No artifacts or archival materials will be loaned for indefinite periods. Loan agreements will be reviewed quarterly.
3. Borrowers must show ability to provide adequate security and environmental conditions.
4. Borrowers must possess insurance coverage to adequately cover the value of the borrowed items.

REVIEW PROCESS

The Policies and Procedures of the Educational Archives and Heritage Centre will reviewed annually or as needed.

DEACCESSIONING POLICIES

Deaccessioning shall refer to the legal and physical process of removing an item from the Permanent Collection by way of a Transfer Form. This provides a written record, including authorization, or the final destruction, sale or permanent loan of the archive or artifact whose originating body was the Hamilton-Wentworth District Board of Education or its predecessors.

Objects in the Permanent Collection should only be retained if they continue to be relevant and useful to the purpose and activities of the Hamilton Wentworth District School Board and the Educational Archives and Heritage Centre, and if they can be stored properly.

No exchange, gift, sale or disposal of objects may occur without authorization of the Educational Archives and Heritage Centre Committee.

Objects that are deaccessioned are to be disposed of in accordance with the following principles:

- I) Artifacts and archival materials which are not deemed appropriate for the permanent collection should be considered subsequently for inclusion within the program collection.
- ii) The manner of disposition will be in the best interests of the Educational Archives and Heritage Centre, the public it serves and the public trust it represents in owning the objects.
- iii) Primary consideration will be given to transferring the objects to another public institution where they may serve a valid purpose in research, education or exhibition.
- iv) Historical, cultural or scientific material of the province or country should remain within that province or country.
- v) Under no condition will the Educational Archives and Heritage Centre remove from the public trust any item which is of remarkable historical, cultural or scientific value.

Objects are to be disposed of by public sale and shall not be given away or sold privately.

All proceeds from sales shall be allocated to the account for acquisitions, collections management, or care of the collection.

Intentional destruction will only take place when other means of disposal are not applicable.

Each transaction must be fully documented.

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD EDUCATION ARCHIVES AND HERITAGE CENTRE

TEMPORARY DEPOSIT FORM

Name _____ Telephone No. () _____ (b)
Address _____ () _____ (h)
_____ Code _____

The Educational Archives and Heritage Centre of the Hamilton-Wentworth District School Board acknowledges receipt of the following items as listed for temporary deposit subject to the following conditions:

1. Items deposited will be given the same care that the Educational Archives and Heritage Centre devotes to its own property, but no responsibility can be assumed in case of loss or damage by fire, theft, water, or otherwise.
2. This temporary deposit does not bind either party for the item's permanent acceptance.
3. Once the item(s) has (have) been accepted permanently into the Collections of the Educational Archives and Heritage Centre of the Hamilton-Wentworth District School Board, the donor / owner agrees to relinquish any further claim on the item or its disposition at anytime in the future.
4. The Educational Archives and Heritage Centre will not guarantee to exhibit any object accepted for the Permanent Collection. Items not on exhibit will be considered part of the Reserve Collection or the Program Collection.
5. If the item(s) is (are) not accepted into the Collections of the Educational Archives and Heritage Centre of the Hamilton-Wentworth District School Board, the donor / owner agrees that the following actions will be taken for each item as noted on the following list and initialed by the owner:
 - (a) returned to the donor
 - (b) kept by the Archives Centre and left for it to deal with in terms of how it should be disposed.

signed _____

date _____

Items

In the event that the item is not accepted, I would like the item to be

	Returned	Kept	Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

For the Educational Archives and Heritage Centre

signed _____

date _____

On the back of this form please include a brief description of the background each item as to its history and/or involvement with the donor. Attach additional pages if necessary.

17 February 1999

Mr. John Aikman, Curator/Manager
Hamilton-Wentworth District School Board Archives
100 Main Street West
Hamilton ON L8N 3L1

Dear John:

I am issuing this report as follow-up to my site visit of 3 February 1999. Let me state first of all what a pleasure it was to meet you and to tour your archival program. You certainly have an impressive collection that seems to be growing rapidly! The following are my recommendations and comments to assist you in the future management of your records:

❖ **Recommendation: Have your vision statement and a statement of policy approved by the full board.**

The vision statement as outlined in your *Policies & Procedures* document is certainly sound. I recommend that you have this statement endorsed by the full board as soon as possible. Every archival program should have a firm mandate/mission statement approved by its governing body upon which it claims custody and control over archival records. I also recommend that you develop a basic policy statement that outlines the means by which you will carry out this vision statement. I have included samples from other archival programs to assist you in drafting such a statement. The Archives Association of British Columbia's A Manual for Small Archives also contains a sample of such a statement. (I noticed that you already have a copy of this publication in your possession. In general, this is an excellent reference manual. Do not hesitate to consult it for basic advice on a number of archival functions, including policy development.)

❖ **Recommendation: Obtain professional assistance to help you further develop your archival program.**

Your program is at the moment confronting a number of serious issues, including managing a groundswell of records from the recent amalgamation of the two boards and a move to a new facility in the very near future. Your best investment in meeting these challenges is to hire a trained individual who can then supervise subsequent archival projects and determine priorities on your behalf. This person could be hired on a contractual basis to start. He/she could direct and assist volunteers on the basics of inventorying, appraising, selecting and preserving archival records of the former boards and its schools. This person

Archives Advisor / Archiviste-conseil
395 Wellington Road, P.O. Box 25172
London, Ontario N6C 6A9
Telephone (519) 858-0787 • Fax (519) 858-0682
E-Mail: advisor@execulink.com

could also focus energy on establishing a new facility, ordering archival supplies and establishing policies and procedures to provide access to the records. I have enclosed samples of recent job postings for archival positions to give you some sense of the basic qualifications and duties of an archivist. Please do not hesitate to contact me should you wish assistance in posting such a position. I think an investment in an already trained professional will pay the greatest dividends for your program.

❖ **Recommendation: Develop an acquisition policy that places primary focus on archival records.**

We spent some of our time discussing the nature of archival records. Your program should be focused first and foremost on the acquisition of primary records of the board and its schools, not on published material or on records created elsewhere. I have enclosed a handout that gives the definition of an archives and lists some of the differences between an archives and a library or museum. It is very important to have a clear definition of an archival record as you accept material. Space is usually limited. You do not want to be taking up valuable space preserving and providing access to material that is not purely archival. Every acquisition should be reviewed according to criteria such as its origin (i.e. provenance), its uniqueness and its format. A clear acquisition policy will help to ensure that you are only accepting archival records, thereby permitting you to better allocate your space and resources now and into the future. I have enclosed a sample of an acquisition policy for your reference. Once again, A Manual for Small Archives is also useful in this regard.

❖ **Recommendation: Compile a brief administrative history of the two former boards and the amalgamated board.**

I encourage you to compile a brief overview of the development of both the Hamilton and Wentworth School Boards and the new Hamilton-Wentworth District School Board. This overview should focus on the mandate, functions and structure of the boards over time, rather than a detailed analysis of their policies. Archivists arrange and describe records according to their origins. A clearer sense of the various functions and/or offices that produced these records will give you a "road map" to arrange and describe your records. This history does not have to be overly descriptive – it can be as little as a couple of pages for each board - but it should at least answer basic questions regarding the evolution of the boards and its schools over time. Sources for this history include board annual reports and minutes, as well as organizational charts that outline the reporting structure in each board. I have enclosed a sample of a brief administrative history for your reference.

In terms of arrangement and description, in my opinion you have four distinct groups of records; those of the Hamilton Board of Education, those of the Wentworth Board of Education, those of the new Hamilton-Wentworth District

School Board and those of the individual schools. I recommend that you arrange and describe your records according to four separate Record Groups. The administrative history will then help you to determine *fonds* and/or series levels within each of these groups. (A definition of the term *fonds* is enclosed.) Ideally, arrangement and description should proceed under the guidance of a trained archivist.

- ❖ **Recommendation: Create an accession register and form that documents contextual information about your acquisitions.**

Although you have an accessioning policy in place, I recommend that you expand your procedures to capture more contextual information about the records you are taking in. This includes information about their custodial history (i.e. where were they originally stored and how did they come to the archives?), their format (i.e. are they all of the same medium?) and their preservation status. This contextual information will prove invaluable when you actually process the records. It will also prove useful should you ever need to reconstruct the original acquisition for any reason. I have enclosed examples of accession forms for your benefit. Once again, A Manual for Small Archives also contains an example of an accession form and an overview of the process.

- ❖ **Recommendation: Incorporate preservation management planning into the design of your new archival facility.**

Preservation management entails creating an ideal environment for the storage of archival records, thereby preventing the need for costly conservation work on individual items. The design of any archival facility should keep the basics of archival practice in mind. That is, there should be space for the acquisition, storage, processing and access to archival records. First and foremost, however, the facility should provide a sound environment for the preservation of archival records. The best preservation environment is one in which temperature, relative humidity and lighting are all controlled and the potential for disaster has been limited. Control of temperature and relative humidity will require specific environmental controls. Even vigilant control of the thermostat along with a humidifier/dehumidifier (depending upon the season) can go a long way in preserving your records. Ideal conditions for the maintenance of largely textual records are in the vicinity of 19 degrees Celsius and 40 to 45 per cent relative humidity.

You have the benefit of being able to choose the new location for the archives within your new building. I encourage you to be diligent in your planning, particularly with regards to preservation management. Your choice will have long-term implications. Your choice should allow for growth. Keep in mind that the new board will require basic records storage and archival services on an on-going basis so plan for the future. I have enclosed a number of guidelines to assist you in planning your facility within the framework of a preservation management plan,

8-25

including a handout entitled "Physical Requirements for an Archives." I have also enclosed guidelines on the care, handling and preservation of specific types of records.

❖ **Recommendation: Create a budget for the purchase of archival supplies on an annual basis.**

We spent some of our time discussing preservation issues and archival supplies. I have enclosed information on the types of supplies often used in an archival program both for preservation and storage. I have also enclosed a list of archival suppliers. I encourage you to contact them for a copy of their product catalogues. Allocate funding on an annual basis for the purchase of these supplies. In determining the amount, keep in mind that not all activities need to be completed immediately. Rehousing your records in archival quality boxes and enclosures can be part of a long-term preservation plan. Nevertheless, you should establish a separate line in your budget for the purchase of these supplies. You should also think about prioritizing your collections to determine which records should receive treatment first. This could be left to trained professional if you are able to hire such a person.

I have enclosed basic information on microfilming. Some of your newspapers and board records will eventually need filming. You may value contacting other archival programs to learn more about the microfilming process and related costs. In particular, I recommend that you talk to Margaret Houghton of the Special Collections Department of the Hamilton Public Library; phone 905-546-3409. She will be able to direct you to local providers of this service.

This concludes my report. Please do not hesitate to contact me should you have any further questions or should new issues arise. I am here to help. Good luck!

Sincerely,



Brian Masschaele
AAO Archives Advisor

Encl:

**THE ARCHIVES ADVISOR PROGRAM IS GRATEFUL FOR THE SUPPORT
OF THE ONTARIO MINISTRY OF CITIZENSHIP, CULTURE AND
RECREATION THROUGH THE ARCHIVES OF ONTARIO AND
THE CANADIAN COUNCIL OF ARCHIVES WITHIN THE
NATIONAL ARCHIVES OF CANADA**

#9

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated February 28, 1999 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of February 1999. The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.



DG/GdeJ
1999-04-13

attach.

9-1

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING FEBRUARY 28, 1999

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$1,974,658.80	\$839,298.34	\$2,813,957.14
CURRENT MONTH				
B.	Collections:			
	Ancaster	6,854.12	2,423.00	9,277.12
	Dundas	2,304.59	1,047.00	3,351.59
	Flamborough	18,150.82	6,591.00	24,741.82
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	3,781.41	4,477.00	8,258.41
C.	Interest	7,758.94	3,297.82	11,056.76
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u><u>\$2,013,508.68</u></u>	<u><u>\$857,134.16</u></u>	<u><u>\$2,870,642.84</u></u>

9-2

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING FEBRUARY 28, 1999

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$864,190.56	\$362,809.42	\$1,226,999.98
CURRENT MONTH				
B.	Collections:			
	Ancaster	13,642.61	4,101.30	17,743.91
	Dundas	3,970.00	1,800.00	5,770.00
	Flamborough	754.30	18.00	772.30
	Glanbrook	10,046.07	4,557.00	14,603.07
	Stoney Creek	74,437.50	33,844.50	108,282.00
C.	Interest	3,364.53	1,412.51	4,777.04
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u><u>\$970,405.57</u></u>	<u><u>\$408,542.73</u></u>	<u><u>\$1,378,948.30</u></u>

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Superintendent of Business and Treasurer

Re: Calculation of Fees for Pupils for the 1999/2000 School Board Fiscal Year

Recommended Action:

Moved by: _____

That the Board approve \$7,380. as the elementary Visa student fee and \$8,150. as the secondary Visa student fee with respect to the 1999/2000 year.

Rationale:

There is a need to set fees for International Visa Students for the 1999/2000 school year. Murray Kilby, Cheryl Ende, Lucy Veerman and Don Grant met recently to discuss this issue.

The new funding model technical paper states that Boards will be able to determine the fees that they will charge in respect of Visa students. The new funding model and hence this statement became effective as of September 1998. The enabling legislation regarding this issue is section 6 of Ontario Regulation 288/98 which states:

The fee in respect of a pupil to whom subsection 49(6) of the Act applies shall be the amount determined in accordance with a fees policy developed for the purposes of this section by the board that operates the school in which the pupil is enrolled.

The only stipulation is that the fee established shall not be less than the cost per pupil for tuition fee purposes plus the pupil accommodation charge.

It is recommended that the Visa student fees with respect to the 1999/2000 year be established as follows:

	Elementary	Secondary
Base cost per pupil for tuition fee purposes	\$5,370	\$5,950
Pupil Accommodation Charge	140	280
English as a Second Language Services	1,420	1,420
Administration Services	450	500
	<u>\$7,380</u>	<u>\$8,150</u>

All Visa students would be assessed the same fee regardless of the specific utilization of Board resources.

Cost per pupil for tuition fee purposes:

This amount represents the base operating cost per pupil as calculated in accordance with Ministry of Education and Training regulations based on 1998/99 estimates.

Pupil Accommodation Charge:

This amount is determined by the Ministry of Education and Training regulations and is applied in recognition of capital costs.

English as a Second Language (ESL) Services:

Visa students invariably require ESL instruction. Immigrant and refugee students are funded through the provincial ESL grant but Visa students do not qualify for this grant. This portion of the fee is in recognition of the demand typically placed on ESL resources by Visa students.

Administrative Services:

Administrative expenses relative to Visa students include the following examples: extra secretarial assistance, office supplies and printing costs, DHL expenses, and Board office administration and processing. In the case of first time applicants, this portion of the fee will also serve to offset the initial expense incurred in assessing and processing an application. Accordingly, it will not be refunded if the student is refused admission to the country by Immigration Canada.

It is anticipated that over the course of 1999/2000 administration will review the costs associated with the education of Visa students and draft a policy document for trustee consideration.



#11

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier,
Director of Education

From: Don Grant
Superintendent of Business and Treasurer

Subject: Community Use of Schools Policy

Recommended Action:

Moved by: _____

That the Community Use of Schools Policy be approved as recommended by Joint Advisory Committee and Executive Council.

Rationale:

Both Executive Council and the Joint Advisory Committee have reviewed and approved the attached draft policy. Also attached for references purposes:

- relevant section of the minutes of the March 9, 1999 J.A.C. meeting
- relevant section of the June 11, 1998 Business Committee minutes



DG/GdeJ
1999-04-16
attach.



COMMUNITY USE OF BOARD FACILITIES/PROPERTIES

Date Approved: 1999 03

Projected Review Date: 2000 00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board.

RESPONSIBILITY: Superintendent of Business and Treasurer

OPERATING PROCEDURES:

1. All facilities rented will be supported by a permit. Permits will be subject to the review of the facility principal.
2. All rental permits will adhere to the established fee structure without exception.
3. All bookings will be administered through a centralized permitting system.
4. All net revenues will be allocated to the facility principals.
5. A reciprocal agreement will be negotiated with the municipalities which will support the following principles:
 - a) That the curricular and co-curricular educational and community recreation activities are important elements of the school and community experience.
 - b) That the availability of facilities will be maximized for the students and communities.
 - c) Decision-making of schools and municipalities will be respected, and the working relationships between municipalities and the school board will be enhanced.
6. Reciprocal agreements with other agencies and profit/non-profit organizations to be subject to approval of the school board.

Draft Community Use of Schools Policy

D. Grant distributed and reviewed the draft policy. Apologizing for the delay since last September when JAC first saw the draft, he noted the modifications to the policy which addressed the issues raised at that meeting: Clause 1. has been re-worded to be more 'user-friendly' and Clause 6. has been added.

Discussion of the draft policy surfaced the following questions or concerns:

- recognizing that the Board has a variety of rentals from different community groups, will there be graduated fee schedule
- should "reciprocal agreement" (Clause 6.) be defined and a graduated rental scale for the degree of reciprocal agreement developed?
- is there potential for groups making individual appeals directly to the Board?
- if it is agreed that parent organizations or school councils should not be charged a rental fee for meeting in the school, should they be specifically referenced in the policy
- it was noted that schools that are attached to recreation centres will lose some revenue with this policy
- the needs of the inner city schools was emphasized in view of the limited dollars the community has to pay rental fees

D. Grant pointed out that this is an evolving policy. This draft policy statement and Operating Procedure capture the general principles and concepts of what the Board referred to JAC. A rate schedule and the terms and conditions of the permit are issues that need to be considered and are another committee's task as the second phase in developing this policy. He noted that the Committee has not met as yet to deal with the second phase.

When it was suggested that the Board should have some flexibility in making some exceptions, D. Grant noted the intent to create equity, fairness and consistency. Once a fee structure is established, it is understood the Board could overrule the fee on an exception basis

D. Grant clarified that, once a fee schedule is in place, the community would only have to contact the central administrative department charged with the co-ordination of rentals. This department would then take the required steps to ensure the rental is viable and then issue the permit accordingly.

D. Grant noted that liability concerns will be addressed in the terms and conditions of the permit (phase 2)

D. Grant agreed that the Committee dealing with phase 2 of this policy will consider JAC's suggestions and comments. Support for a sliding scale that could also be tied to a organization's ability to pay was expressed. The Committee was also asked to clarify the use of schools on Saturdays for school events – are they rentals or extra curricular events?

R. McGall suggested that the role of the Principal is to support programs at school within existing resources. If extra costs are incurred, he covers these within the school budget .

R. Woodworth asked the Committee if they were prepared to approve the draft policy with the understanding that the working committee will proceed to consider the issues outlined in the discussions this evening as phase 2 of the evolving policy.

It was moved by L. Ludwin that the Community Use of Board Facilities/Properties be approved with the following inserted between the words "possible" and "within": *"recognizing their importance to the community"*.

CARRIED.

The policy statement now reads: *It is the policy of The Hamilton-Wentworth District school Board to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board.*

M. Matier suggested that the review date for the policy be a year from Board approval.

12. Community Use of Board Facilities

D. Sage reviewed the report.

In response to a question, D. Sage affirmed that reciprocal agreements with other agencies and profit/non-profit organizations will also be explored by the proposed transition committee.

After further discussion, the members offered the following suggestions for further review and consideration:

- (a) Nature and structure of the proposed transition committee should be patterned after the existing transition committees
- (b) Importance of community involvement/input
- (c) Implications to the Board's overall budget, particularly relative to Capital Equipment and Maintenance costs
- (d) How our students use/need facilities must not be overlooked

It was moved by L. Peddle:

(a) That the policy and associated administrative guidelines pertaining to community use of Board facilities/properties be referred to the Joint Advisory Committee.

(b) That a transition committee be constituted for the purpose of developing:

- i. a rate schedule for the application of user fees**
- ii. a standardized rental permit including terms and conditions**
- iii. a reciprocal agreement with municipalities for the no cost exchange of facilities**

CARRIED.

CORRESPONDENCE:**16. Ontario Secondary School Students' Association re Request for the Board's Financial Assistance for Leadership Conferences**

One trustee felt a recommendation should come from the student council, stating that if our student body is a member of this regional association, their input and sentiments on the issue should be considered.

It was moved by W. Hicks: That the correspondence from the Ontario Secondary School Student's Association re Request for the Board's Financial Assistance for Leadership Conferences be referred to the president of the Student Council.

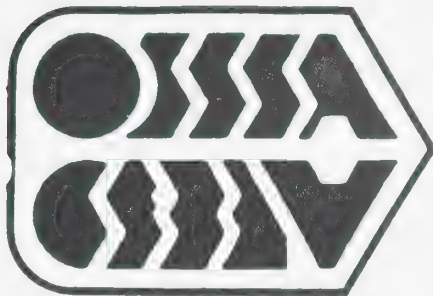
The Director clarified that the financial contribution requested from the Board was 15 cents per student or about \$3,500. He noted the lack of flexibility to accommodate this expenditure in his budget, recalling that funds allocated for supporting this type of request was removed from the Director's budget.

When one member indicated that this year's conference will be held at Saltfleet District High School and suggested the Board waive the rental fees as a gesture of support for this undertaking, the Director advised that this had already been taken care of.

To the motion, **CARRIED UNANIMOUSLY.**

Please note: A report from Elad Gafni will be forwarded to trustees next week.

12-1



ONTARIO SECONDARY SCHOOL
STUDENTS' ASSOCIATION

CENTRAL-NIAGARA
REGION

79 Connaught Ave. S
Hamilton, Ontario
L8M 3C4
tel.: (905) 544-7737
fax: (905) 544-7645

October 8, 1998

Dear Mr. Matier,

Hello again from the Ontario Secondary School Students' Association! As I've mentioned in past letters, I feel that it is very important that you are made aware of what we're doing, as we are both working for the same people, that being the students.

At this moment in time, we are working very hard on planning our annual leadership conference, which is scheduled for November 19-22, 1998, at a location tentatively in the Hamilton/Wentworth Area. This conference will bring students from all across the Central Niagara Region together to learn important leadership skills, and as well, to learn about important issues and opportunities concerning the youth of today.

Because we are a not-for profit organization, however, we do depend on the generosity of outside sources to help finance events such as our annual leadership conference. It is very important that we are able to hold events such as leadership conferences, as they allow students to communicate with one another to share ideas, opinions, and knowledge.

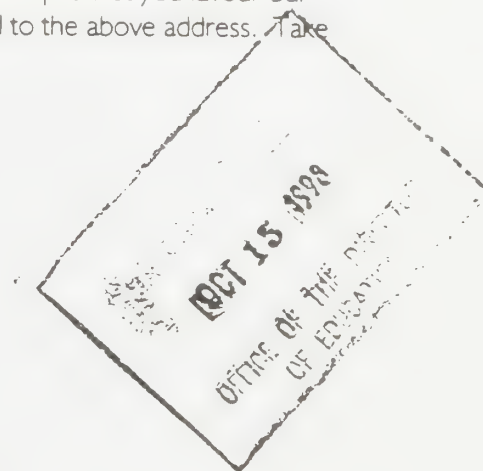
Please consider the attached request. I can assure you that any money received will be spent wisely and frugally. We keep extremely accurate books, with every expense noted and approved beforehand. If you are interested in knowing more specifically of how our funds are spent with regards to the conference, I would be more than happy to show you a copy of our conference budget.

I would like to thank you for your time and consideration. As always, feel free to contact me with any questions or concerns that you may have. I look forward to hearing from you. In hopes that you favour our request, cheques can be made payable to Central Niagara O.S.S.A., and mailed to the above address. Take Care.

Your Sincerely,

Kate Buchan

Kate Buchan
Regional President
Central Niagara OSSSA



12-2.

Thursday, October 8, 1998

Ontario Secondary School Students' Association
Central Niagara Region

OUR RESPECTFUL REQUEST

From
The Hamilton/Wentworth District School Board of Education

The Ontario Secondary School Students' Association is a not-for profit, province wide organization. We have been active under the auspices of the Ontario Ministry of Education and Training for just over 22 years. The ministry does provide us with a grant each year, but it is not enough to run all twelve regions in Ontario.

What we, the Central Niagara Region of the O.S.S.S.A. ask, is \$0.15 for each student enrolled in secondary schools located within the Hamilton/Wentworth District School Board of Education.

This is our respectful request. However, in understanding that all boards of education are quite limited in their finances, any donation is greatly appreciated.

Thank you for your time and consideration.

Yours Sincerely,

Kate Buchan

Kate Buchan
Regional President
Central Niagara O.S.S.S.A.

Jan 15, 1999
Library

ADDITIONAL
INFORMATION FOR
THIS EVENING'S

BOARD MEETING

Open Agenda

ACTION ITEMS:

10.-5 Personnel Report

CORRESPONDENCE:

19. (a) Wentworth County Home and School Associations re In-service,
Secondary School Reform

Please add this information to your agenda packages.

*Regular Board
April 15, 1999*

10-5

Personnel Report -- April 15, 1999

D. Russon, Manager, Human Resources

LAY DOWN ITEM

SECTION II

CLERICAL UNIT

A: Probationary and Permanent Contracts

1) Probationary Staff

That the following be appointed to the Probationary Staff, as indicated below, with salary according to schedule:

John Chambers, Computer Technician, May 10, 1999

Phillip Cheng, Computer Technician, April 26, 1999

Casey Zizek, Computer Technician, April 27, 1999

Shireen Todai, Regulated Substances Technician, April 19, 1999

19(a)

WENTWORTH COUNTY COUNCIL OF HOME AND SCHOOL ASSOCIATIONS

President: Sandy Mattis
Vice President: Laurie Legein 2nd Vice: Val Minden
Secretary/Treasurer: Sheila Edwards

April 14, 1999

Merv Matier
Director and Secretary
Hamilton Wentworth District
School Board

Re: In-service for High school Curriculum

The motion as we understand it will allow expense of \$12,200, for bus service required to permit early dismissal, as well as, time away from students for scheduled class. This, so as to permit in-service for high school teachers on the new curriculum.

Please be advised that we can not support the motion as noted above, made and passed on April 8, 1999

Students must not be made to make up for in-service time for school professionals

We would hope the board would search for a more creative solution.

This letter dictated at a meeting held on April 9, 1999 of our Council and members in attendance at our annual convention

Sincerely



per: Sandy Mattis
SEWARDAS

for further information on any of the above...

Sandy Mattis, (905)627-9005 or Laurie Legein (905)648-0962 or Sheila Edwards (905)689-7660

CAS ON HW W 26
A33B
1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

May 20, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of April 22, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

DEPT. MUNICIPAL

MAY 26 1999

GOVERNMENT DOCUMENTS

ACTION ITEMS:

5. Five-Year Building Renewal Program [See Separate Package]
6. Accessibility (Barrier-Free) "Pathways" Policy
7. Procurement Policy
8. Education Development Charges Report
9. Name Change of Fairview and Glenwood Schools
10. Fessenden Elementary School Creative Playground
11. Barton Secondary School, Phase 1, Renovations – Tender Results
12. March 31, 1999 Enrolment Report
13. Red Hill/Bagshaw Schools Move

T. Cupido

M. Botting/T. Cupido

D. Grant

D. Grant

K. Bell

T. Cupido

T. Cupido

D. Grant

W. Joudrie

CORRESPONDENCE:

14. Waterdown District High School School Council re Common Driveway

DISTRIBUTION:

Nil.

15. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee
Board

May 26, 1999

May 27, 1999

7:15 p.m.

8:00 p.m.

Education Committee
Board

June 3, 1999

June 9, 1999

7:00 p.m.

8:00 p.m.

Special Education Advisory Committee

June 16, 1999

7:15 p.m.

Business Committee

June 17, 1999

7:00 p.m.

Board

June 24, 1999

8:00 p.m.

MINUTES OF THE BUSINESS COMMITTEE
APRIL 22, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Reg Woodworth and Ray Mulholland.

Regrets: Laura Peddle

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone and Joseph Rogers
Elad Gafni (Student Trustee)

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East).

The Chair called the meeting to order at 7:10 p.m.

2. Approval of Minutes

It was moved by W. Hicks: That the minutes of March 11, 1999 & March 25, 1999 be approved as distributed.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of Agenda

Added Item

- Update on the proposed budget process – J. Bishop

It was moved by H. Bullock: That the agenda be approved as amended.
CARRIED.

ACTION ITEMS:

5. East Flamborough Accommodation Plan for 1999-2000

K. Bain referred to last month when he presented the Zone One Committee Report, noting that the “zones” are now called “study areas”. He then reviewed the recommendations.

K. Bain noted that initially letters had been distributed to the community and responses of support and concern had been received by the Secretary to the Board. A community meeting was then held (agenda attached to the agenda), and the community was then asked to complete a ballot noting their preferences with regard to Grade 7 and JK.

K. Bain felt that the original recommendations continue to be the best ones. The other options considered were:

- add a portable to Guy Brown – this would increase capacity problems
- that Guy Brown continue to Grade 5 and Mary Hopkins to Grade 6 – this would cause students to go to 3 schools in 3 years
- that Flamborough Centre become a middle school – this was not supported by the community

- include Balaclava in the solution – dismissed due to increase in transportation costs.

K. Bain explained that the recommendations are the same as those from the March meeting, with two additional recommendations:

- that the Grade Sevens be bussed Flamborough Centre for Design & Technology and Family Studies;
- that the Grade Sevens be bussed to Flamborough Centre for Instrumental Music.

K. Bain noted that this may result in additional transportation costs, but that parents want all programs to be offered to their children. The community realizes that the status quo is not an option for September 1999 and the Mary Hopkins community is agreeable to K to 7 as long as JK is not introduced.

It was moved by R. Woodworth: That the March 11, 1999 Zone One Study Area Review Committee Report be approved.
CARRIED.

It was moved by R. Woodworth: That the Grade Sevens at Mary Hopkins be bussed to Flamborough Centre for Design and Technology and Family Studies.
CARRIED.

A trustee asked for an estimate on the cost of bussing and a range of the cost if the same bus used for Design and Technology and Family Studies was also used for Instrumental Music. D. Grant responded that the cost depends on how the school organizes the program and that he didn't have this information at this time.

Another member expressed concern with bussing for Instrumental Music and wanted to amend recommendation three.

It was moved by H. Bullock: That the Grade Sevens at Mary Hopkins be bussed to Flamborough Centre for Instrumental Music at no additional costs to the Board to transport beyond those required for Design and Technology and Family Studies.
LOST – 1 in favour, 3 opposed.

A trustee suggested that he supported the original motion due to the fact that Mary Hopkins was doing the Board a favour. This is a crisis situation and we can't get around the costs. If Mary Hopkins didn't accept this, then the Board would have to accommodate the children somewhere else.

It was moved by R. Woodworth: That the Grade Sevens at Mary Hopkins be bussed to Flamborough Centre for Instrumental Music.
LOST – 2 in favour, 2 opposed.

A trustee asked informally if some cost information could be available at the next Board meeting regarding the last motion.

6. Red Hill & Elizabeth Bagshaw Consolidation

W. Joudrie presented the report and outlined the recommendations. He highlighted the items by way of intent. He noted that in recommendation 6 (d) should read Capital Reserves instead of Working Reserves.

W. Joudrie explained that an open house was held but there was not a large turnout and that the results were tabulated on page 4 of the report.

A trustee explained he was very involved in the opening of both of these schools, and although it is painful to see Red Hill being closed, he feels encouraged to move in this direction. He went on to say that he hoped for approval so that renovations could get underway for completion in September of 1999 to ensure that Elizabeth Bagshaw would be complete upon opening. He felt that this was a good start for our Board as we look toward consolidation issues. He also thanked W. Joudrie for his leadership in bringing this matter forward to the Board.

Trustees expressed several concerns about future enrollment projections, the vacant school which could be a target for vandalism and the lack of community involvement in the decision-making.

W. Joudrie was uncomfortable with lack of attendance at community meeting as well but was assured that this level of response is typical. School Council Chairs felt sure that their reach of the community is to move in this direction.

It was moved by H. Bullock:

- (a) That the consolidation of Red Hill and Elizabeth Bagshaw Schools commencing September 1, 1999 be approved.**
- (b) That the Red Hill/Bagshaw School be approved as the interim name of the consolidated school.**
- (c) That all renovation work associated with the consolidation be completed prior to July 30th, 1999.**
- (d) That renovation & moving costs, for the consolidation of Red Hill/Bagshaw not to exceed \$120,000, be allocated from the Capital Reserve Fund.**

CARRIED UNANIMOUSLY.

7. Bennetto Library Concept

W. Joudrie outlined the information in the report. He explained that previously the former City Board moved in this direction.

It was moved by R. Woodworth:

- (a) That Board Staff enter into discussions with the city of Hamilton with respect to enhancement to the Bennetto Recreation Centre.**
- (b) That Board staff enter into discussions with the Hamilton Public Library with respect to joint library facility at Bennetto Recreation Centre.**

CARRIED UNANIMOUSLY.

8. The Educational Archives and Heritage Centre

W. Joudrie explained that if the Board was going to move forward, especially with respect to Vincent Massey, the original motion from the October 22nd, Business Committee needed to be rescinded. He also explained that there would be a one time cost of \$13,000 for moving costs, and yearly costs of \$26,950 for maintaining the Archives. W. Joudrie then called upon John Aikman & Murray Aikman to present the report.

J. Aikman explained that since we are an amalgamated Board, now more than ever one location is needed to accommodate the expanding archives. Somewhere central, relative to bus routes, where students could be served well and learn about their heritage. If the Board feels this to be an important part of its culture then now is the time to move the Archives to one location.

They also expressed concern about the Mohawk Trail Museum. At present it has been isolated due to severance of property. It is not operated for students, although there are staff who are willing to do this.

A trustee expressed concern over the closing of the Mohawk Trail Museum and recalled that the former Board had intended to preserve the Museum and keep it open. He suggested that a costing of re-opening the Mohawk Trail Museum to be brought to the Business Committee for consideration.

Several trustees expressed their gratitude to those volunteers running the Archives. They stated that the history involved in this project is important and cannot be refused.

Another trustee expressed some concern over supporting a motion committing the Board to \$39,000, when there are other worthwhile causes and not enough money to go around.

It was moved by R. Woodworth: That the Business Committee recommend to the Board that the following motion of the October 22, 1998 be rescinded: "It was moved by L. Peddle that...Vincent Massey be offered to coterminous boards at not cost for use as regular day schools".

CARRIED UNANIMOUSLY.

It was suggested that the second motion incorporate "not to exceed \$13,000 for a one time moving cost."

It was moved by H. Bullock: That the Hamilton-Wentworth District School Board Educational Archives and Heritage Centre be moved to Vincent Massey School By September, 1999 at a cost not to exceed \$13,000.

CARRIED UNANIMOUSLY.

It was suggested that the third motion cite the operating costs of \$26,950.

It was moved by W. Hicks: That the Hamilton-Wentworth District School Board continue to assume the operating costs of \$26,950 associated with the maintenance of the Educational Archives and Heritage Centre as outlined in the attached report.

CARRIED UNANIMOUSLY.

It was moved by R. Woodworth: That the Hamilton-Wentworth District School Board Educational Archives and Heritage Centre Policies and Procedures be received as information.

CARRIED UNANIMOUSLY.

The Chair thanked the volunteers again, and stated it is good to remember our past. Making our Archives into a real centre is an excellent idea.

9. Education Development Charges Report

It was moved by R. Woodworth: That the Education Development Charges report dated February 28, 1999 be received for information.

CARRIED UNANIMOUSLY.

10. Calculation of Fees for Pupils for the 1999/2000 School Board Fiscal Year

At L. Orban's request, R. Woodworth assumed the Chair for this agenda item.

D. Grant outlined the need to set visa fee rates for the coming school year. He pointed out that effective September 1, 1998 the Ministry of Education and Training changed the regulations regarding the calculation of visa student fees, which gives the Board the right to determine what fees need to be charged.

The Chair pointed out how pleased she is that this recommendation has been brought forward regarding the 1999/2000 year, believing there was a revenue loss of \$160,180 to the taxpayer last year.

Another trustee noted that visa students are high in this area and that revenue is close to \$1,000,000 and feels that the recommendation is excellent, ensuring other students will not be jeopardized.

It was moved by L. Orban: That the Board approve \$7,380 as the elementary Visa student fee and \$8,150 as the secondary student fee with respect to the 1999/2000 year.

CARRIED UNANIMOUSLY.

The Chair explained her rationale for adding the following motion is that it makes good business sense and establishes an end time to access refund monies.

It was moved by L. Orban: That the Liability fund with regard to refund of excess tuition fees to visa students be closed as of September 30, 1999.

A trustee commented that this closure point may unduly limit administration.

It was moved in amendment by H. Bullock: That the Liability Fund with regard to refund of excess tuition fees to visa students be referred to administration.

LOST.

To the motion, LOST.

11. Community Use of Schools Policy

D. Grant noted that this report was first presented to the Business Committee on June 11, 1998. It was then referred to Joint Advisory Committee for review and is now back to Business Committee for final approval before going to Board.

D. Grant responded to a concern as to whether or not the Committee was approving just the policy statement. He clarified that the recommendation encompasses the policy statement and the Operating Procedures as listed. However, issues related to a standardized rental permit, reciprocal agreement, fee structure and user fees are not part of this recommendation and will be brought back to Committee at a later time.

A trustee expressed concern around the reciprocal agreement, and the possibility of schools losing out on the use of gyms. When the agreement is reviewed yearly and it is based on usage, if the hours don't cancel out at zero, philosophically this forces gyms to be used more by the community than the students. With the City cutting back its services, the community feels they have paid their taxes and should be entitled to the use of the schools. He also asked for a clarification of "community".

D. Grant responded that the transition committee would do the fieldwork and when working through the details, if there are difficulties, there is nothing to restrict coming back and asking for an amendment. He suggested that the community could be viewed as any person who is at arms length from the Board. For example a Corporation could be viewed at arms length, but Continuing Education is part of a service the Board offers, so consequently would not be considered at arms length.

A trustee suggested that if the Committee approved only the Policy Statement for now, then the Operating Procedures could be brought back.

D. Grant responded he would be more than happy to work within this construct. He explained that at each level of discussion, it has been difficult for participants to discuss general principles, without seeing the full picture.

Another trustee expressed that we need to meet the needs of inner-city schools. There are a lot of parents who want to use the gym but cannot. She feels this is discriminating between the have and have-nots and all families should have access.

The Director noted there is no easy answer. The intent of government funding is to pay for instructional facilities for instructional use. The Board has to recover its costs associated with the community's use of the schools. There is no money sitting in a reserve and no envelope labelled community use of schools.

It was moved by W. Hicks: that the Community Use of Schools Policy Statement be approved as recommended by Joint Advisory Committee and Executive Council and that the Operating Procedures be referred to the Transition committee addressing the issues of fees, permits and Municipal Reciprocal agreement.

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board.

CARRIED UNANIMOUSLY.

12. OSSSA Request

E. Gafni outlined the report. He explained that this was first presented to the Board in November 1998 and apologized for bringing this back at this late date, but that the President's Council was unable to meet until February and requested more information to be brought back to the March meeting.

E. Gafni noted that the sum of \$1,000 was now being recommended instead of the original \$3,500 due to the province's financial situation. He explained that other Boards in the region have contributed money also, and that the OSSSA is a respectable organization that teaches life skills and leadership.

It was moved by W. Hicks: That The Hamilton Wentworth District School Board allocate the sum of \$1,000 to the Central Niagara Region of the Ontario Secondary School Students' Association.

CARRIED UNANIMOUSLY.

A trustee commended E. Gafni on a well presented report.

13. Budget Process - Update

A trustee requested an update on the Budget process.

D. Grant explained that on March 31st the Ministry made some information available regarding the 1999/2000 year. However, the estimate forms for calculating the 1999/2000 budget have not yet been received and currently administration is actively developing enrollment projections, preparing cost estimates, reviewing and preparing a draft budget for trustee consideration. The goal is to have a budget approved and forwarded to the Ministry by June 15, 1999. Administratively he is working toward a distribution by the end of May.

The Chair of the Board stated that two meeting nights are currently being established to work on the budget. Tentatively looking at June 8th and 15th, two Tuesday nights.

It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.

CARRIED.

The open session then adjourned at 8:50 p.m.

kc

A C T I O N I T E M S

BUSINESS COMMITTEE
1999 05 20

#5

Approved for distribution
by the Director.

Signature: _____

Date: _____

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: **Building Renewal Program - Five Year Capital Plan**
DATE: 1999 05 20

Recommendation

1. Moved by _____ seconded by _____ that the Draft Five-Year Capital Building Renewal Program be accepted as information.
2. Moved by _____ seconded by _____ that the final Five-Year Capital Building Renewal Program be presented to the June 17, 1999 Business Committee for approval and implementation.

Background

The Board, at its meeting of 1998 12 17, approved the following recommended actions related to school renewal:

- "1. That the administration proceed with the implementation of the School Facility Renewal projects for the current year 1998-1999 as outlined in the report.
2. That the administration proceed with the development of a comprehensive five-year Capital School Renewal Program and that a draft plan be presented to the May, 1999 Business Committee."

Utilizing the RECAPP (Real Estate Capital Asset Priority Planning) Software program, a draft Five-Year Capital School Renewal Program has been developed.

An Executive Summary Report is attached and the Superintendent of Plant Services and representatives from Physical Planning Technologies Inc. will make a presentation to the committee regarding this Report.

A small sub committee was established to provide input and review of the Program.

Lillian Orban - Trustee
Sandra Cole - Principal (Hillcrest)
Bud Fisher - Principal (Parkside)
Tony Cupido - Superintendent of Plant Services
Duane O'Connor - Manager of Capital and Building Renewal and Construction
Tim Detlaff - Vice-President, Physical Planning
David Bordignon - Physical Planning Senior Project Manager

The committee met on May 4, 1999 to review preliminary information and will be instrumental in making final recommendations to the Business Committee.

#6

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

TO: Business Committee

FROM: Marguerite Botting
Superintendent of Instructional Services

DATE: 1999 05 20

RE: Accessibility (Barrier-Free) "Pathways" Policy

Approved for distribution
by the Director.

Signature: Marguerite Botting

Date: May 14/99

Recommended Action:

Moved by _____ that the Accessibility (Barrier-Free) "Pathways" Policy be approved.

Rationale:

The "Preliminary Report on Barrier-Free Accessible Accommodation Plans for Mountain Schools" which was approved by the Board in June, 1998 was the initial impetus for this policy. This policy has two parts:

- a) Process for a Principal to work collaboratively with a parent who wants their physically-challenged child to attend this/ her home school.
- b) A Plan for allocation of funds to upgrade schools to be more accessible.

A number of people developed this policy: principals, plant personnel, SEAC members, trustees, supervisory officers. From September 1998 there has been a strong commitment to plan, to be supportive and welcoming to our students who are physically challenged.

This policy has been approved by the Special Education Advisory Committee on 1999 04 28 and by the Joint Advisory Committee on 1999 05 11.



Accessibility (Barrier-Free) "Pathways" Policy

Date Approved: 00/00

Projected Review Date: 00/00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to educate all students whenever possible in the home school. The ideal would be to provide the student independent barrier free access to all aspects of the school's programs. The Board is to have an ongoing strategic plan for new construction and renovation projects that includes barrier-free accommodation.

Responsibility: Superintendent responsible for Special Education
Superintendent of Plant

Rationale

- a) Student needs may include social, emotional, behavioural, physical as well as cognitive/academic.
- b) When expertise, specialized equipment or a safe, secure environment is not practical at the home school, parents will be given a choice regarding an alternate site, a "Pathways" school.
- c) To meet highly specialized needs of a student, a transfer to other provincial facilities or services provided by other boards of education may be considered.
- d) Parents will be partners in the planning and decision-making for special needs students. The Hamilton-Wentworth District School Board has a responsibility to use resources in a practical, efficient manner.

Operational Procedures

1.0 Expectations for Accommodations

- 1.1 All stakeholders are to be involved in the development of the Board's ongoing strategic plan, which includes barrier free accommodations. The two concepts of barrier-free accessibility in board facilities are to be reviewed in this report.

Dependent Barrier-free Access: accepts that students with disabilities will require significant ongoing assistance from students, staff and educational assistants to function within a school and on the playground (operating elevators/lifts, opening doors, drinking fountains, etc).

Independent Barrier-free Access: accepts that students with disabilities will require minimal ongoing assistance to function within a school and on the playground.

- 1.2 An annual report and the strategic plan will be presented prior to the annual budget process to the board.
- 1.3 Accessibility issues should be addressed in all accommodation planning.

2.0 Process

6-2

The sequence of steps for a school to follow are described below:

- 2.1 Parent of student makes a request for child to attend home school.
- 2.2 Home school principal identifies with parent what is needed and what is requested.
- 2.3 Home school Principal collaborates with all partners (for example, parents, child advocates from appropriate associations, Superintendent of Education, Superintendent of Plant, Superintendent responsible for Special Education, support staff, Early Childhood Education Consultant) regarding the following issues:
 - a) Identify what accessibility features are reasonable and are currently available within the home school
 - b) Identify the "Pathway" option.

Note: When the Principal develops the options to be provided "within the school," six measures are to be applied to each option:

- i) **academic, social, physical and medical needs**
- ii) **safety**
- iii) **advantages and disadvantages**
- iv) **options**
- v) **long term individual education plan**
- vi) **transportation**

- 2.4 The home school Principal meets with the parent to describe what is available. The options described in 2.3 (i-iv) will be thoroughly discussed with the parent to assist the parent in making a choice. Child advocates from appropriate associations are welcome partners in the meeting.
- 2.5 The parent makes a choice from one of three possibilities:
 - a) The home school with knowledge of limitations
 - b) A system I.P.R.C. to consider placement in a special class, with knowledge of limitations through determination and I.P.R.C. placement
 - c) The Pathway school which is accessible

If the parent is unable to make a choice, the parent may choose to consult with other Board supervisory staff.

- 2.6 When a parent chooses a Special Class or a "Pathways" school, other than the home school, the home school principal is to schedule an intake meeting with the receiving school. This process should be discussed at an intake meeting wherever students are in transition (Early Identification, Junior to Middle School, Elementary to Secondary Composite or Vocational School). All necessary partners should be in attendance. These can be:
 - a) Parent and student
 - b) Home and receiving school staff
 - c) Board resource staff
 - d) Agency personnel
 - e) Other appropriate support advocates

- 2.7 A letter of agreement is developed with parent and appropriate Principal(s) signing. The letter will:
 - a) State a "start" timeline for the agreement
 - b) Indicate a "review" date for review of the agreement. This date is to be part of the IEP review. Agreement must include outline of process used, choices offered and parent choice.

3.0 Long-term Individual Education Plan (I.E.P.)

A long-term I.E.P. will be developed for all students who have ambulatory/mobility needs. The goal of the I.E.P. will be to:

- 3.1 Provide stability and predictability for the student and his/her family.
- 3.2 Facilitate ease of access to outside agencies and support service caregivers.
- 3.3 Enable students to establish and maintain long-term social and emotional relationships through an established "Pathways."
- 3.4 Reduce the restrictions placed on the individual, throughout his/her educational career.
- 3.5 Reduce the number of school transfers in his/her educational career.
- 3.6 Reduce travel and the time taken for transportation.
- 3.7 Facilitate the request for special education funding (Intensive Support Amount - ISA claim) if needed.

Reference: Human Rights Code
Education Act
Ontario Building Code and its companion acts and regulations (includes Fire Code)
Transportation Policy
Trip Policy

7

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Draft Procurement Policy

Approved for distribution
by the Director.

Signature: _____

Date: _____

M. Matier
May 14 99

Recommended Action:

Moved by: _____

That the draft Procurement Policy be referred to Joint Advisory Committee.

Rationale:

In accordance with its Terms of Reference, the Procurement Policy Committee has developed the attached draft Procurement Policy. The committee was comprised of the following members:

Superintendent of Business
Manager of Purchasing, Chair
Secondary Principal Representative

Manager of Finance
Superintendent of Plant Services
Trustees

Don Grant
Michael Burjaw
Dave McIsaac, Principal,
Adult and Continuing Education
Irene Polidori
Tony Cupido
Heather Bullock
Lillian Orban

It is recommended that the draft policy be referred to J.A.C. for review.

Don Grant

DG/GdeJ
1999-05-13
attach.

cc: Michael Burjaw, Manager of Purchasing

7-1



Policy No. 0.00

PROCUREMENT POLICY

Date Approved: 1999 00

Projected Review Date: 2000 00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to support a central Purchasing Department as a means of obtaining maximum value for each dollar spent, consistent with the educational goals of the Board and fair business principles.

In order to implement the Board's policy, the Manager of Purchasing, under the authority of the Superintendent of Business and Treasurer, will adopt and practice recognized purchasing procedures in accordance with the Operating Procedures.

RESPONSIBILITY: The Superintendent of Business and Treasurer.

OPERATING PROCEDURES:

1) Advertising Procedures

- (a) The Board will place an annual general advertisement in the Hamilton Spectator, inviting companies to register their intent to quote on goods and services that may be required by the Board in the upcoming year.
- (b) The response from this advertisement will be combined with a bidders list, which might already exist, and at the appropriate time of calling Tenders or Proposals, these companies will be contacted.
- (c) Construction and Demolition Tenders valued at over \$100,000 will be advertised in the Daily Commercial News.
- (d) Request for Tenders and Request for Proposals, valued at over \$100,000 will be posted on nationally accessible electronic bulletin boards.

2) Requisitioning Procedure

- (a) The originating school or department forwards to the Purchasing Department, an authorized requisition with all necessary specifications and/or drawings.
- (b) Where required, the Purchasing Department will incorporate the specifications into an appropriate bidding document ensuring that all appropriate terms and conditions are noted.

7-2

- (c) The Purchasing Department shall send out the bid document, receive bids, record bid information and pass all relevant information to the requisitioner.
 - (d) Where the lowest tendered bid that meets the required specifications is not recommended, the Manager of Purchasing will notify the Superintendent of Business and Treasurer of the reason for rejection of the lowest bid. The Superintendent of Business and Treasurer may then seek the approval of the Business Committee before any further action is taken.
 - (e) If required, Purchasing may proceed with a Request for Information or Invitation to Pre-Qualify prior to soliciting bids.
- 3) All purchases are to be made based upon the following limitations (before taxes):
- (a) Orders valued at less than \$100 should be purchased directly through petty cash. Purchase Orders will not be issued. Orders valued between \$101 and \$350 may be purchased directly through petty cash or through a purchase requisition.
 - (b) Requisitions estimated from \$351 to \$5,000 must be approved by the Manager of Purchasing or designate.
 - (c) Requisitions estimated from \$5,001 to \$50,000, the Purchasing Department will solicit a minimum of three written quotations.
 - (d) Requisitions estimated over \$50,000, the Purchasing Department will proceed through a Request for Tender or Request for Proposal process.
- 4) All tenders and proposals will remain sealed until the closing time specified. Where practical, tenders will be opened in public by the Purchasing Manager or designate, shortly after the closing time specified.
- 5) In case of emergencies, the Board has the authority to obtain goods or services in the most expedient manner regardless of the amount. Emergencies are defined as circumstances or situations which may result in the shutdown of a school, have potential health or safety concerns, or could result in undue financial loss. When an emergency situation exists, the Director of Education (or designate) will inform the Chair of the Board regarding the action taken.
- 6) Commonly required goods and services may be grouped together and awarded through the use of blanket contracts, service agreements or pre-qualification processes.
- 7) Single and sole sourcing shall be used only in narrowly defined circumstances, such as:
- (a) To ensure compatibility with existing products, to protect exclusive rights such as copyright, patents or exclusive licences, or to maintain specialized equipment that must be maintained by the manufacturer or its representative;
 - (b) Where there is no response to a call for tenders or proposals;

- (c) Where the supply of goods or services is controlled by a supplier that is a monopoly;
- (d) To maintain validity of warranties / guarantees;
- (e) When due to market conditions, goods are in short supply;
- (f) Emergencies.

Full documentation will be filed to support single/sole sourcing.

- 8) In awarding a contract, consideration may be given to the supplier's ability to perform the work, past performance, references, price, operating costs, disposal costs, environmental factors and other criteria as required. The lowest, or any, price will not necessarily be accepted.
- 9) Certain services required by the Board may be tendered for a period of greater than one year, but generally not to exceed a three-year term and typically coinciding with the term of the Board. In cases where a contract extends beyond the term of the Board and a 30-day cancellation clause is not included, Ontario Municipal Board approval will be required.
- 10) The Manager of Purchasing is responsible for the disposal of surplus and obsolete supplies and equipment. In accordance with Board guidelines, any such equipment is to be first offered to other schools and administrative offices within the Board. Unless otherwise approved, the revenue from any disposal will be credited to the Board.
- 11) The Board may enter into co-operative purchasing agreements with other public bodies providing their purchasing policy adheres to accepted public purchasing practices. In these cases, the Board may accept pricing obtained by other public bodies and will not be required to solicit independent price quotations or tenders.
- 12) Acquisition of the following goods or services are exempt from this policy:
 - (a) Real Estate
 - (b) Staff Development
 - (c) Employee Contracts
 - (d) Employee Benefits
 - (e) Transportation Services
 - (f) Architects
 - (g) Consulting Engineers
- 13) Any purchases not made in accordance with Board policy will be considered an obligation of the person making the purchase and not an obligation to the Board.

- 14) If quality, price and service are considered equal, priority for placement of an order shall be with the most local vendor based upon the following: the Region of Hamilton-Wentworth, the Province of Ontario, and the Dominion of Canada.
- 15) The Board will comply with conflict of interest guidelines as outlined in the Education Act. Accordingly, the Board will not purchase Goods or Services from employees of the Board.
- 16) The Manager of Purchasing is empowered to act as the Board's Agent for all purchases of goods and services, and is appointed as the signing authority by the Board. The Manager of Purchasing may delegate the authority to commit the Board to a purchase order, contract or agreement related to obtaining goods or services.
- 17) The acceptance of infrequent and reasonable hospitality is allowed. However, hospitality and gifts should not be accepted if the recipient may be, or may be deemed by others to be influenced in making a business decision through this acceptance.
- 18) Board approval must be obtained on all construction, demolition and transportation projects valued over \$100,000, even if the lowest bid is recommended.
- 19) The division of contracts to avoid the requirements of this policy is prohibited. Goods and Services purchased throughout the year are subject to the policy based upon the total annual value.

#8

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Approved for distribution
by the Director.

Signature: M. Matier

Date: May 14/99

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated March 31, 1999 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of March 1999. The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.



DG/GdeJ
1999-05-11

attach.

8-1

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MARCH 31, 1999

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$2,013,508.68	\$857,134.16	\$2,870,642.84
CURRENT MONTH				
B.	Collections:			
	Ancaster	20,717.30	8,002.00	28,719.30
	Dundas	5,377.37	1,047.00	6,424.37
	Flamborough	3,781.42	4,178.00	7,959.42
	Glanbrook	3,072.76	1,396.00	4,468.76
	Stoney Creek	61,759.22	23,228.00	84,987.22
C.	Interest	11,430.45	4,865.85	16,296.30
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$2,119,647.20</u>	<u>\$899,851.01</u>	<u>\$3,019,498.21</u>

8-2

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MARCH 31, 1999

COMMERCIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$970,405.57	\$408,542.73	\$1,378,948.30
CURRENT MONTH				
B.	Collections:			
	Ancaster	4,059.33	1,512.77	5,572.10
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	324.00	324.00
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	15,095.92	6,750.00	21,845.92
C.	Interest	4,734.81	1,993.36	6,728.17
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$994,295.63</u>	<u>\$419,122.86</u>	<u>\$1,413,418.49</u>

9

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education and Secretary

From: Ken Bell, Superintendent of Education - City West
Ken Bain, Superintendent of Education - County West

Date: April 30, 1999

Subject: **Name Change of Current Fairview School Building and
Current Glenwood School Building**

Approved for distribution
by the Director

Signature: *Merv Matier*

Date: *May 14/99*

Recommended Action:

Moved by _____, that The Hamilton-Wentworth District School Board approve the name change of Fairview School to Glenwood School effective September 1, 1999, and re-establish the name of Maple Lane School to the current Glenwood School building.

1.0 Background:

- 1.1 Effective September 1, 1999, special needs students currently enrolled at Glenwood School in Ancaster will be moved to Fairview School in the City West Cluster of Schools. This move will be initiated in late spring of 1999.
- 1.2 Glenwood School has been housed in Ancaster since 1983. The original name for the school in which Glenwood is currently housed was Maple Lane School.
- 1.3 The current school building in which Glenwood is housed will be re-established as an instructional facility in September 1999.

2.0 Issue:

- 2.1 There is a need to rename the current Fairview School to Glenwood School, effective September 1, 1999.
- 2.2 Once the Glenwood School name is re-assigned to its new site, the existing school will need to revert to its original name, Maple Lane.

3.0 Action Required:

- 3.1 Fairview School needs to be re-named as Glenwood School, effective September 1, 1999.
- 3.2 Effective September 1, 1999, the current Glenwood School needs to be re-named Maple Lane School.

10

Approved for distribution
by the Director

Signature

Merv Matier

Date:

May 14/99

TO: Merv Matier, Director of Education and Secretary
FROM: Anthony Cupido, Superintendent of Plant Services
RE: **FESSENDEN ELEMENTARY SCHOOL - CREATIVE PLAYGROUND**
DATE: 1999 05 20

Recommended Action:

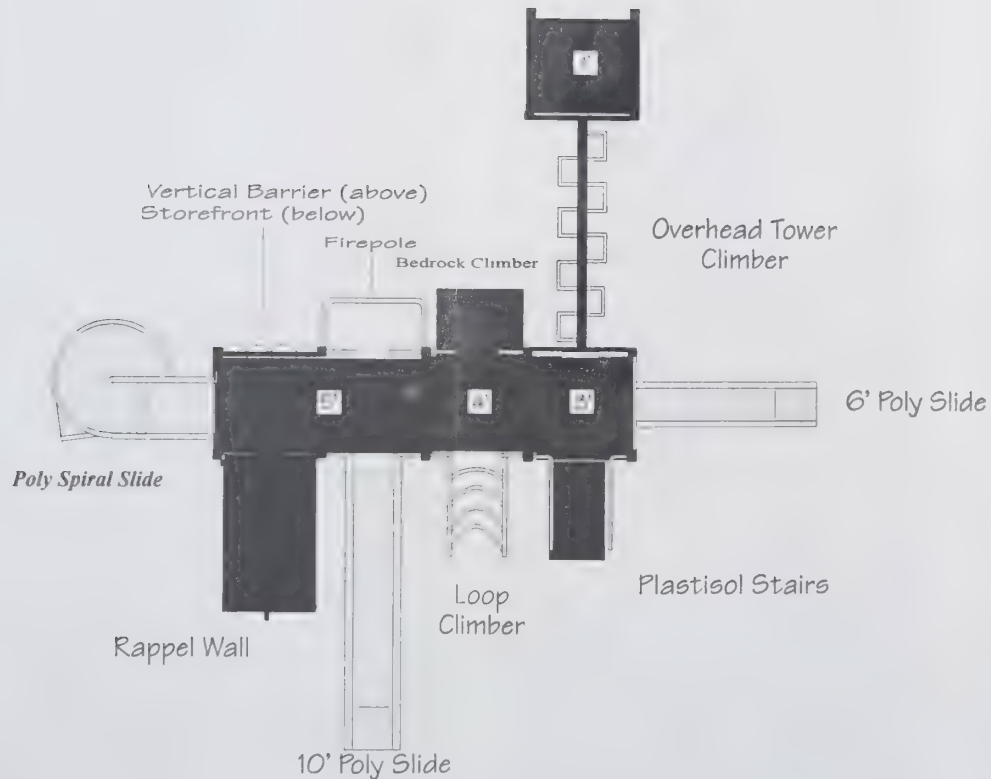
Moved by: _____ seconded by _____ that the Fessenden Elementary School Parent Council/Home and School groups be permitted to install a creative play structure on the Fessenden Elementary School Grounds as outlined in the attached plan.

Background:

Reference is given to the attached plan which was approved by the Executive Council at their meeting of April 30, 1999.

The following terms will also apply:

1. the site location will be mutually agreeable between the school and the Plant Department and utility locates will be the responsibility of the parent group.
2. installation must be performed in accordance with the manufacturer in order to secure proper warranties.
3. equipment installed must meet CAN/CSA Z614-98 standards.
4. the Plant Department will perform routine inspections of the structure and provide limited maintenance as necessary. In addition, the Plant Department will arrange to have an annual inspection of the structure performed by an outside firm to ensure structure safety.



Customer:

Fessenden Public School
Ancaster, Ontario



BELAIR Recreational Products Inc.

Manufactured to meet or exceed current CAN/CSA Z614-98
A Standard On Children's Playplaces & Equipment

Drawing No:

12944

Drawing Name:

"Playsafe +"

Sales Rep: M. Hexamer

Area Req: 44' x 42'

Decking: PLASTISOL

Drawn By: W.P. IM

Date: 02/19/99

Rev No:

#11

Approved for distribution
by the Director.

Signature

M. Matier

Date:

May 14/99

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: **Barton Secondary School - Phase 1 Renovations**
DATE: 1999 05 20

Recommended Action:

Moved by _____ seconded by _____ that the tender submitted by STF Construction (Hamilton, Ontario) be accepted and that a contract be awarded to this firm to complete the Barton Secondary School - Phase 1 Renovations project.

Background:

The Plant Services Department (Plant), in co-ordination with Svedas-Koyanagi Architects Inc. (Architect),

- met with stakeholders including school staff, school council representatives and student representatives on several occasions to provide information and complete a site specific needs study.
- attended an open house and participated by providing an information booth.
- advertised and completed a Prequalification of General Contractors on April 2, 1999.
- advertised and completed a Request for Tenders on May 5, 1999.

The scope of work will include complete window replacement, modifications for barrier-free accessibility (including an elevator and universal access washroom), a significant area of roof replacement as well as supporting electrical and mechanical changes.

The results of the Tenders received are noted in the correspondence from the Architect including a recommendation to accept the low bidder - STF Construction Ltd. (Appendix 1).

The proposed budget for this project is \$1,360,000.00. The total project value including the low bid, architectural fees, contingencies and GST rebates are approximately equal to the proposed budget.

mb

11-1

May 7, 1999
Our File: 99802/3.4
G /SKAJ/Work/99801/Cor/Let/3-4 001

The Hamilton-Wentworth District School Board
100 Main Street West
P. O. Box 2558
Hamilton, ON L8N 3L1

ATTENTION: Mr. Duane O'Connor, P. Eng.
Manager, Building Renewal and Construction

Dear Sir:

RE: Phase I Renovations to Barton Secondary School -
TENDER SUMMARY

Tenders for the above project closed at the Board Office on *Wednesday, May 5, 1999 at 3:00 p.m. sharp*. The following is a summary of the tenders submitted by the Prequalified General Contractors:-

	General Contractor	Tender	GST (inc. in Stipulated Price)	Mechanical & Electrical	
1.	STF Construction Ltd.	\$1,264,794.00	\$82,743.00	Jannell Wallingham	\$112,400.00 95,000.00
2.	T. R. Hinan Contractors Inc.	1,275,000.00	83,412.00	Penn-Scott Wallingham	95,000.00 97,000.00
3.	H. Schilthuis & Sons Ltd.	1,316,100.00	86,100.00	Kirk Mechanical Schaible Electric	132,500.00 138,800.00
4.	Merit Contractors of Niagara	1,335,253.00	87,353.00	Jannell Wallingham	112,400.00 97,000.00
5.	G. S. Wark Construction	1,353,550.00	88,500.00	Rodco Dual Power	113,600.00 110,232.00
6.	Martin-Stewart Contractors Ltd.	1,377,000.00	90,084.00	Jannell Wallingham	112,400.00 97,000.00
7.	Demik Construction Ltd.	1,409,190.00	92,190.00	Jannell Wallingham	120,270.00 103,790.00

The Hamilton-Wentworth District School Board
May 7, 1999
Page 2

No bid depository tender was requested. Mechanical and Electrical Subcontractors submitted their prices directly to the General as shown on the chart.

Bestco Construction Corp. was disqualified because they did not have a representative at the Mandatory Site Orientation meeting on Tuesday, April 27, 1999 at 3:00 p.m. at Barton Secondary School.

The General Contractors submitted with their tender form, the required Bid Bond, Agreement to Bond and the Board's Certificate of Insurance. Martin-Stewart, however, failed to include the *mandatory* Certificate of Insurance.

No separate prices were requested and there were no alternate prices submitted.

Based on the above information, we recommend to the Hamilton-Wentworth District School Board acceptance of STF Construction Ltd.'s low tender in the amount of **\$1,264,794.00, GST of \$82,743.00** which is *included* in his tender.

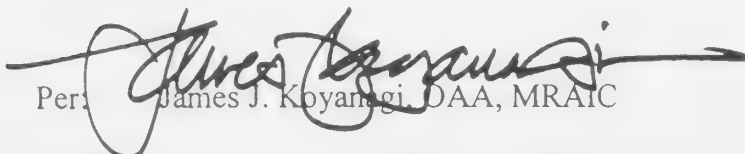
STF Construction Ltd. has submitted Appendix 'A', List of Proposed Subcontractors. We have reviewed this list and have found it to be acceptable.

STF Construction Ltd. satisfactorily completed Phase III Renovations to Glendale Secondary School. In addition, STF has been most co-operative in completing, for our firm, barrier-free requirements to the City of Hamilton Fire Department, Central Administration Building.

We are confident STF Construction Ltd. can complete Phase I Renovation work to Barton Secondary School by the end of August 1999 in order to meet September 1999 school opening.

Yours very truly,

SVEDAS KOYANAGI ARCHITECTS INC.



Per: James J. Koyanagi, OAA, MRAIC

JJK/ad

12

The Hamilton-Wentworth District School Board

Memo

Approved for _____
by the Direct _____

Signature: _____

Date: _____

in letter

MAY 14/99

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Enrolment Summary - March 31, 1999

Recommended Action:

Moved by: _____

That the enrolment summary for March 31, 1999 be received for information.

Rationale:

Attached is the enrolment summary report for March 31, 1999. The report summarizes enrolment by school, by grade, by credit (where applicable), by head count and full-time equivalent status.

[Signature]

DG/GdeJ
1999-05-13
attach.

cc: Lucy Veerman, Manager of Budget

BUDGET DEPARTMENT

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

12-1

1999 MARCH 31

ENROLMENT SUMMARY

ELEMENTARY CITY				ELEMENTARY COUNTY		TOTAL	TOTAL F.T.E.
ACES	33	Linden Park	197	Ancaster Senior	522		
A.M. Cunningham	345	Lisgar	273	Balaclava	503		
Adelaide Hoodless	566	Lloyd George	218	Bell-stone	155		
Allenby	122	Memorial	686	Bellmoore	290		
Bennetto	262	Mountview	284	Beverly Central	156		
Buchanan Park	308	Norwood Park	361	Billy Green	373		
Burkholder	368	Parkdale	261	C.H. Bray	284		
Cardinal Heights	486	Pauline Johnson	417	Central Park	358		
C.B. Stirling	507	Peace Memorial	300	(Dundas) Central Public	204		
Centennial	529	Prince of Wales	726	Collegiate Avenue	300		
Central	168	Prince Philip	309	Dr. J. Seaton	309		
Chedoke	459	Queen Mary	695	Dundana	287		
Dalewood	425	Queensdale	256	Dundas District	567		
Dr. J. Edgar Davey	359	Queen Victoria	285	Eastdale	262		
Earl Kitchener	418	R.A. Riddell	605	Fessenden	330		
Eastmount Park	287	Red Hill	241	Flamborough Centre	465		
Elizabeth Bagshaw	337	Richard Beasley	322	Glenwood	53		
Fairfield	248	Ridgemount	299	Grange	387		
Fernwood Park	269	Robert Land	249	Green Acres	296		
Franklin Road	390	Rosedale	236	Greensville	231		
George L. Armstrong	683	Roxborough Park	385	Guy Brown	483		
George R. Allan	427	Ryckman's Corners	168	Janet Lee	494		
Gibson	248	Ryerson	373	Lynden	95		
Glen Brae	333	Sanford Avenue	410	Mary Hopkins	476		
Glen Echo	301	Seneca	216	Memorial (Stoney Creek)	261		
Gordon Price	348	Sherwood Heights	359	Millgrove	251		
Hampton Heights	373	Sir Isaac Brock	284	Mount Albion	432		
Helen Detwiler	574	Sir Wilfrid Laurier	609	Mount Hope	346		
Hess Street	364	Stinson Street	311	Mountain View	350		
Highview	393	Strathcona	155	Parkwood	138		
Hillcrest	341	Thornbrae	347	Pleasant Valley	227		
Hillsdale	291	Tweedsmuir	378	Queen's Rangers	207		
Holbrook	225	Vern Ames	317	R.L. Hyslop	254		
Huntington Park	450	Viscount Montgomery	461	Rousseau	341		
James MacDonald	268	W.H. Ballard	721	Sheffield	67		
King George	251	Westview	406	Spencer Valley	262		
Lake Avenue	818	Westwood	360	Tapleystown	378		
Lawfield	372	Woodward	271	Winona	388		
Lincoln Alexander	308			Yorkview	273		
ELEMENTARY TOTALS						40060	36856.75

SECONDARY CITY				SECONDARY COUNTY			
Barton	1098	Sherwood	1152	Ancaster	1387		
Delta	818	Sir Allan MacNab	999	Highland	844		
Glendale	1068	Sir John A. Macdonald	1252	Orchard Park	1207		
Hill Park	1158	Sir Winston Churchill	891	Parkside	849		
Mountain	294	Westdale	1295	Saltfleet District	1152		
Parkview	330	Westmount	1038	Waterdown District	1008		
Scott Park	688						
SECONDARY TOTALS						18528	18453.50

TOTALS		Enrolment	F.T.E.
City Total		40086	37381.75
County Total		18502	17928.50
1999 BOARD TOTAL		58588	55310.25

BUDGET DEPARTMENT

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

12-2

1999 MARCH 31

ELEMENTARY SCHOOL ENROLMENTS

COUNTY EAST	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SC-SPED	TOTAL	F.T.E.
Bell-Stone		15	24	23	24	24	30	15				155	147.50
Bellmoore		41	27	26	26	35	16	27	48	44		290	269.50
Billy Green		28	33	24	47	50	29	47	49	58	8	373	359.00
Collegiate Avenue		24	37	33	30	23	34	35	37	40	7	300	288.00
Eastdale		20	34	35	30	30	27	25	29	32		262	252.00
Green Acres		17	20	19	22	20	22	23	54	62	37	296	287.50
Janet Lee		59	43	61	61	58	63	46	50	53		494	464.50
Memorial (Stoney Creek)		19	27	30	25	20	27	31	44	38		261	251.50
Mount Albion		45	46	41	41	54	44	49	37	54	21	432	409.50
Mount Hope		30	35	34	25	31	31	43	66	51		346	331.00
Mountain View		44	35	33	38	43	37	48	28	44		350	328.00
Parkwood			22	19	26	25	27	19				138	138.00
R.L. Hyslop		40	39	34	49	35	21	32			4	254	234.00
Tapleystown		43	48	45	36	45	34	46	29	52		378	356.50
Winona		39	40	34	43	51	49	40	41	51		388	368.50
TOTAL County East	0	464	510	491	523	544	491	526	512	579	77	4717	4485.00

COUNTY WEST

Ancaster Senior									259	261	2	522	522.00
Balaclava	31	58	56	53	78	47	57	71	52			503	487.50
Beverly Central	13	22	30	24	19	23					25	156	149.00
C.H. Bray	32	46	34	36	57	36	43					284	268.00
Central Park	45	57	73	57	63	63						358	335.50
(Dundas) Central Public	30	32	20	18	30	25	27				22	204	189.00
Dr. J. Seaton				22	20	43	65	79	80			309	309.00
Dundana	27	42	40	49	46	39	41				3	287	273.50
Dundas District							130	206	214		17	567	567.00
Fessenden	29	36	33	53	49	53	65				12	330	315.50
Flamborough Centre	18	19	24	11	30	15	29	153	166			465	456.00
Glenwood											53	53	53.00
Grange	51	49	45	48	67	69	58					387	361.50
Greensville	28	43	35	31	49	41					4	231	217.00
Guy B. Brown	81	86	62	83	61	56	49				5	483	442.25
Lynden	14	17	16	13	18	17						95	88.00
Mary Hopkins	58	75	58	82	69	66	68					476	447.00
Millgrove	38	43	38	36	49	47						251	232.00
Pleasant Valley	30	30	27	28	34	34	34				10	227	212.00
Queen's Rangers	18	32	37	31	29	29	31					207	198.00
Rousseau	33	37	48	49	60	61	53					341	324.50
Sheffield	19	26	22									67	57.50
Spencer Valley							87	80	79		16	262	262.00
Yorkview	39	47	39	49	50	49						273	253.50
TOTAL County West	0	634	797	737	773	878	813	837	848	852	169	7338	7020.25

CITY EAST

A.M. Cunningham	46	51	54	49	50	45	38				12	345	296.50
Elizabeth Bagshaw								122	98	98	19	337	337.00
Fairfield	27	45	35	48	35	26	23				9	248	212.00
Glen Brae								109	116	101	7	333	333.00
Glen Echo	40	44	37	51	42	36	47				4	301	259.00
Hillcrest								115	103	89	34	341	341.00
Hillsdale	40	39	50	39	46	49	28					291	251.50
Lake Avenue	85	90	89	92	80	88	69	82	63	80		818	730.50
Lloyd George	25	35	35	34	29	27	18				15	218	188.00
Memorial	50	58	72	59	60	49	53	78	94	95	18	686	632.00
Parkdale	28	47	39	39	40	39	29					261	223.50
Queen Mary	47	65	56	73	50	65	62	82	87	62	46	695	639.00
Red Hill	42	36	33	33	41	27	29					241	202.00
Rosedale	26	33	32	42	37	37	29					236	206.50
Roxborough Park	53	54	66	63	44	47	50				8	385	331.50
Sir Isaac Brock	49	42	40	41	30	39	43					284	238.50
Sir Wilfrid Laurier	69	79	90	98	99	83	63				28	609	535.00
Viscount Montgomery	23	26	39	30	26	31	23	59	87	65	52	461	436.50
W.H. Ballard	49	56	65	44	57	62	51	102	111	116	8	721	668.50
Woodward	37	39	43	36	35	38	37				6	271	233.00
TOTAL City East	736	839	875	871	801	788	692	749	759	706	266	8082	7294.50

NOTE: Self-Contained Special Education column includes General Learning Disability (GLD), Behavioural, Comprehensive, Communication, Specific Learning Disability (SLD), Developmentally Delayed, Gifted, Multiple, Physical, Speech and Language, Autistic and Hearing Impaired.

BUDGET DEPARTMENT

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

12-3

1999 MARCH 31

ELEMENTARY SCHOOL ENROLMENTS

CITY WEST	JK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SC-SPED	TOTAL	F.T.E.
ACES									18	15		33	33.00
Adelaide Hoodless	53	40	62	63	49	51	38	77	62	63	8	566	519.50
Allenby	25	15	17	18	13	15	19					122	102.00
Bennetto								87	79	81	15	262	262.00
Centennial	70	67	89	86	66	63	72				16	529	460.50
Central	19	21	36	21	26	25	20					168	148.00
Dalewood								107	116	136	66	425	425.00
Dr. J. E. Davey	59	64	52	49	40	40	28				27	359	297.50
Earl Kitchener	44	63	54	56	56	73	72					418	364.50
G.R. Allan	46	65	57	60	69	73	57					427	371.50
Gibson	35	34	37	33	32	42	35					248	213.50
Hess Street	52	51	44	47	44	41	39	46				364	312.50
King George	30	26	38	37	26	29	24	26			15	251	223.00
Prince of Wales	54	65	60	56	60	54	46	83	124	111	13	726	666.50
Prince Philip	52	43	58	41	39	43	32				1	309	261.50
Queen Victoria	46	40	42	40	29	33	24				31	285	242.00
Robert Land	36	34	39	35	34	21	27				23	249	214.00
Ryerson								108	139	126		373	373.00
Sanford Avenue	44	64	66	64	50	63	45				14	410	356.00
Stinson	44	40	53	57	34	45	38					311	269.00
Strathcona	20	16	20	21	16	20	19	15			8	155	137.00
Tweedsmuir								101	126	113	38	378	378.00
TOTAL City West	729	748	824	784	683	731	635	650	664	645	275	7368	6629.50

MOUNTAIN EAST

Burkholder								123	123	122		368	368.00
C.B. Stirling	42	45	46	51	52	43	60	48	53	56	11	507	463.50
Eastmount Park	33	36	44	36	53	44	33				8	287	252.50
Fernwood Park	33	37	38	34	43	37	33				14	269	234.00
Franklin Road	51	58	67	48	58	49	44				15	390	335.50
G.L. Armstrong	46	41	52	44	39	53	32	131	120	120	5	683	639.50
Hampton Heights								120	111	102	40	373	373.00
Highview								106	127	117	43	393	393.00
Huntington Park	61	77	58	57	62	61	56				18	450	381.00
Lawfield								113	117	133	9	372	371.50
Lincoln Alexander	39	44	38	49	45	46	47					308	266.50
Lisgar	31	32	24	50	39	39	44				14	273	241.50
Peace Memorial	34	41	49	47	40	43	38				8	300	262.50
Richard Beasley	37	41	46	58	38	49	42				11	322	283.00
Sherwood Heights	45	46	56	52	57	53	50					359	313.50
Thornbrae	32	36	56	49	71	46	57					347	313.00
Vern Ames	37	46	45	57	43	46	43					317	275.50
TOTAL Mtn East	521	580	619	632	640	609	579	641	651	650	196	6318	5767.00

MOUNTAIN WEST

Buchanan Park	50	39	43	49	46	42	39					308	263.50
Cardinal Heights								146	155	178	7	486	486.00
Chedoke								143	143	156	17	459	459.00
Gordon Price	50	44	56	40	48	58	52					348	301.00
Helen Detwiler	70	83	88	72	85	77	94				5	574	497.50
Holbrook	35	18	25	28	32	32	29				26	225	198.50
James MacDonald	33	35	45	38	38	30	49					268	234.00
Linden Park	23	25	26	28	29	21	36				9	197	173.00
Mountview	32	35	28	48	43	59	39					284	250.50
Norwood Park		33	40	36	32	39	41	50	39	51		361	344.50
Pauline Johnson	59	55	63	49	68	67	46				10	417	360.00
Queensdale	39	36	37	32	35	32	29				16	256	218.50
R.A. Riddell	41	35	46	44	42	57	53	88	90	95	14	605	567.00
Ridgemount	42	40	44	40	39	35	49				10	299	258.00
Ryckman's Corners	23	28	25	22	28	20	22					168	142.50
Seneca	27	28	34	36	23	24	27				17	216	188.00
Westview								110	124	130	42	406	406.00
Westwood	40	54	42	47	61	38	68				10	360	313.00
TOTAL Mtn West	564	588	642	609	649	631	673	537	551	610	183	6237	5660.50

TOTAL ELEM CITY	2550	2755	2960	2896	2773	2759	2579	2577	2625	2611	920	28005	25351.50
TOTAL ELEM COUNTY	0	1098	1307	1228	1296	1422	1304	1363	1360	1431	246	12055	11505.25
1999 ELEM TOTAL	2550	3853	4267	4124	4069	4181	3883	3940	3985	4042	1166	40060	36856.75

BUDGET DEPARTMENT

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**Secondary enrolment figures include adults in regular day programs and students in Alter Ed and Special Education Programs.

1999 MARCH 31
SECONDARY SCHOOL ENROLMENTS

SEC EAST	GRADE 9				GRADE 10				GRADE 11				GRADE 12				OAC				SC-SE				TOTAL				F.T.E.
	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	
Barton	326	1	0	327	191	0	0	191	257	0	0	257	253	0	0	253	69	1	0	70	1096	2	0	1098	1097.00				
Delta	306	2	0	308	154	0	0	154	169	0	0	169	160	0	0	160	21	0	0	21	816	2	0	818	817.00				
Glendale	401	0	0	401	186	0	0	186	212	0	0	212	229	1	0	230	38	1	0	39	1066	2	0	1068	1067.00				
Mountain	116	0	2	118	75	0	0	75	57	2	0	59	41	1	0	42	0	0	0	0	289	3	2	294	291.00				
Orchard Park	253	0	0	253	278	0	0	278	257	0	0	257	339	0	0	339	80	0	0	80	1207	0	0	1207	1207.00				
Parkview	165	0	0	165	64	0	0	64	51	1	0	52	45	3	1	49	0	0	0	0	325	4	1	330	327.25				
Saltfleet District	281	0	0	281	255	0	0	255	246	0	0	246	271	0	0	271	99	0	0	99	1152	0	0	1152	1152.00				
Scott Park	233	0	0	233	118	0	0	118	140	0	0	140	159	1	0	160	27	0	0	27	687	1	0	688	687.50				
Sherwood	333	0	0	333	246	0	0	246	221	0	0	221	225	8	0	233	65	19	0	84	1125	27	0	1152	1138.50				
SWC	287	0	0	287	168	0	0	168	174	0	0	174	197	0	0	197	22	2	0	24	889	2	0	891	890.00				
TOTAL Sec East	2701	3	2	2706	1735	0	0	1735	1784	3	0	1787	1919	14	1	1934	421	23	0	444	8652	43	3	8698	8674.25				

SEC WEST	GRADE 9				GRADE 10				GRADE 11				GRADE 12				OAC				SC-SE				TOTAL				F.T.E.
	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	FT	2C	1C	COUNT	
Ancaster	311	0	0	311	322	0	0	322	284	1	0	285	286	3	0	289	143	27	0	170	1356	31	0	1387	1371.50				
Highland	223	1	0	224	183	0	0	183	149	0	0	149	192	0	0	192	95	0	1	96	842	1	1	844	842.75				
Hill Park	350	2	0	352	241	0	0	241	237	1	0	238	246	2	0	248	49	4	0	53	1149	9	0	1158	1153.50				
Parkside	192	0	0	192	183	0	0	183	172	0	0	172	188	0	0	188	113	0	1	114	848	0	1	849	848.25				
SAM	300	0	0	300	187	0	0	187	175	0	0	175	223	0	0	223	95	0	0	95	999	0	0	999	999.00				
SJAM	482	0	0	482	212	0	0	212	221	0	0	221	264	1	0	265	72	0	0	72	1251	1	0	1252	1251.50				
Waterdown District	231	0	0	231	196	0	0	196	228	1	0	229	134	1	1	136	207	9	0	216	996	11	1	1008	1001.75				
Westdale	308	2	0	310	282	0	0	282	261	1	0	262	265	3	0	268	151	0	0	151	1289	6	0	1295	1292.00				
Westmount	352	5	1	358	232	2	1	235	185	6	0	191	173	7	2	182	50	12	0	62	1002	32	4	1038	1019.00				
TOTAL Sec West	2749	10	1	2760	2038	2	1	2041	1912	10	0	1922	1971	17	3	1991	975	52	2	1029	9732	91	7	9830	9779.25				

1999 SEC TOTAL	5450	13	3	5466	3773	2	1	3776	3696	13	0	3709	3890	31	4	3925	1396	75	2	1473	18384	134	10	18528	18453.50
----------------	------	----	---	------	------	---	---	------	------	----	---	------	------	----	---	------	------	----	---	------	-------	-----	----	-------	----------

ADULTS (21 AND OVER) IN REGULAR DAY PROGRAMS

	FT	2C	1C	SC-SE	TOTAL	F.T.E.
Barton	2				2	2.00
Delta					0	0.00
Glendale	1				1	1.00
Mountain					0	0.00
Orchard Park	2				2	2.00
Parkview	11	1			12	11.50
Saltfleet District	3				3	3.00
Scott Park	6				6	6.00
Sherwood	2			4	6	6.00
SWC	1			8	9	9.00
Ancaster					0	0.00
Highland					0	0.00
Hill Park					0	0.00
Parkside					0	0.00
SAM	10				10	10.00
SJAM	34				34	34.00
Waterdown					0	0.00
Westdale	5	1			6	5.50
Westmount	2			1	3	3.00
TOTAL	79	2	0	13	94	93.00

SECONDARY ALTER ED

Jackson High (at Sir John A. Macdonald)	73
Lawrence Alter Ed (at Sir John A. Macdonald)	55
Phoenix Alter Ed (at Westmount)	36
TOTAL ALTER ED	164

GRAND TOTALS

	COUNT	F.T.E.
TOTAL COUNTY	6447	6423.25
TOTAL CITY	12081	12030.25
1999 SECONDARY TOTAL	18528	18453.50

NOTE Self Contained Special Education columns include
General Learning Disability (GLD), Behavioural, Comprehensive,
Communication, Specific Learning Disability (SLD),
Developmentally Delayed, Gifted, Multiple, Physical,
Speech and Language, Autistic and Hearing Impaired.

#13

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: May 20, 1999
Subject: RED HILL/BAGSHAW MOVE

Approved for distribution
by the Director.

Signature:

M. Matier

Date:

May 14/99

Recommended Action:

Moved by _____, that the last instructional day at Red Hill School be Friday, June 25, 1999.

Rationale:

The Board approved the consolidation of Red Hill/Bagshaw School on April 29th, 1999. The recommended early closure will allow two full days for staff to pack up in readiness for the impending move to the Bagshaw site.

Mrs. Haverty has consulted with staff and School Council. Both groups are supportive of this approach to operationalizing the move. They recognize the significant additional work involved in ensuring that the school is ready for a September startup.

W Joudrie

C O R R E S P O N D E N C E

BUSINESS COMMITTEE
1999 05 20

#14

> From: Schofield, Ruth <rschofie@hamilton-went.on.ca>
> To: 'Merve Matier' <mmatier@hwdsb.on.ca>
> Cc: 'John Deven' <devenj@wentworth.edu.on.ca>; 'Reg Woodworth'
> <rwoodwor@hwdsb.on.ca>
> Subject: Common Driveway
> Date: Wednesday, April 28, 1999 8:23 AM
>
> Hi Merv,
>
> The Waterdown District High School Council met last night. Reg and Steve
> Butt from the YWCA joined our meeting to discuss the accommodation
> options
> and YWCA project. A clear issue raised was the plan for a second driveway
> for the YWCA and new elementary school. The School Council is opposed to
> this plan. There is already a very major safety concern on Parkside due
> to
> the volume and speed of the traffic, inadequate sidewalks and street
> light.
> A second driveway would make this safety issue an even greater concern.
> We
> are then not only concerned about secondary students but elementary
> students
> as well. The second concern is a lost opportunity to cost share. Given
> our
> current fiscal restraints we would think that any opportunity to save
> dollars would be desirable. Since time is limited the School Council
> strongly recommends that the HW Board endorse the approval of a common
> driveway for the WDHS, YWCA and the elementary school at the next
> meeting.
> The time issue is due to the final site plan approval for the YWCA in 2
> weeks. The School Council would appreciate a response to this
> recommendation.
>
> Ruth Schofield
> School Council Chairperson

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Hamilton-Wentworth
District School Board

Facility Renewal Assessment

Executive Summary (Discussion Document)



Physical Planning Technologies Inc.
100 Allstate Parkway, Suite 201
Markham, Ontario L3R 6H3
Tel: (905) 477-4460
Fax: (905) 479-1279
May 11, 1999

BACKGROUND

The need for adequate "Facility Renewal Funding" of the Hamilton-Wentworth District School Board building portfolio, as with other organizations, has become a significant issue with facility administrators and end-users. Due to budget constraints, there are growing concerns that funding has been reduced for capital building renewal, component replacement and deferred maintenance. This concern prompted the HWDSB to engage Physical Planning Technologies Inc. in a Facility Renewal Study of the portfolio to quantify the extent and severity of building component renewal.

The study included:

- Generation and preparation of a 5 year capital plan using the experience of all area supervisors, principals, caretakers and school council members.
- Template generation of all major building components and systems to develop a 25 year capital cost profile;
- preparation of life cycle costs and component renewal costs as per templates for elementary and secondary schools;
- development of funding models;
- comparison of current funding allocation to anticipated funding needs;
- business plan recommendation.

The age profile for the Hamilton Wentworth portfolio is very diverse. **Figure 1** illustrates the age profile of the portfolio as a function of gross building area. Facilities range in age from the 1800's to present. Since facilities, like most assets, have an economic life span, the buildings in the school portfolio will be subjected to major repairs, renewal and even complete replacements. This "Facility Renewal" assessment provides focus on the amount of renewal dollars required to maintain the portfolio of buildings and does not address the dollars required to adapt the facilities for new functional programs.

As facilities age, they require increased maintenance and upkeep. There is a direct correlation between the age of a facility and the levels of required maintenance and renewal spending. Aging buildings become more expensive to maintain.

The present level of the deferred maintenance backlog and facility renewal based on field collected data is \$13,500,000 (in the first year only). Proactive measures will need to be adopted to ensure further erosion of the backlog does not occur.

WHAT ARE THE ISSUES?

Savings found through operations need to be allocated to the buildings to ensure service delivery is not compromised. Different sources of funding are required to build and operate a facility:

- Capital funding to construct it;
- Renewal funding for replacement of worn out components
- Maintenance funding for repairs and up-keep;
- Adaptation funding to offset the effects of code changes and functional modifications.

The overall condition of the portfolio is directly attributable to the level of funding required for maintenance and building renewal.

Historical and projected funding allocation used to maintain and renew the portfolio has played a significant role in determining the "Facility Renewal" backlog.

Some of the key contributors to the current funding deficit are:

- \$13,500,000 in deferred maintenance backlog for the first year only;
- the age profile of the buildings;
- past building design methods and materials;
- changes in functional requirements;
- historical maintenance practices and component renewal patterns.

The present level of the deferred maintenance backlog and facility renewal based on field collected data is \$13,500,000 (in the first year only)

INDUSTRY STANDARD COMPARISON

Building deterioration has been studied by a number of different organizations. They state: **"It has become clear that institutions have failed in the stewardship of its facilities assets. Erosion of its buildings and supporting infrastructure undermines every aspect of an institution's ability to function effectively. To restore those facilities.... massive increases in the amount now spent on repair and renovation will be necessary".¹**

Over the years a number of guidelines for facility renewal funding have been established by the following reputable professional organizations.

The American Public Works Association (APWA)² has published maintenance and repair guidelines for facilities, as a minimum between 2% to 4% of the current replacement value of those facilities. For the Hamilton Wentworth buildings this represents, between \$8.4 and \$16.8 million per year based on a conservative estimate of current replacement value of \$422 million (based RS Means, excluding soft costs, furnishings, land and functional fit-ups).

Another set of guidelines for funding of assets as published by SCUP, NACUBO and APPA¹, based on facility subsystem life cycle evaluations, are recorded as follows:

- **(1.5% to 2.5%)** of the replacement value is required for sufficient "Renewal" on an ongoing basis to keep the facilities in good condition for its present use;
- **PLUS (0.5% to 1.5%)** of the replacement value is required to sufficiently address "Plant Adaptation" funds on an on going basis to

¹ *Financial Planning Guidelines for Facility Renewal and Adaptation.* A joint project by SCUP (The Society for College and University Planning), NACUBO (The National Association of College and University Business Officers) APPA (The Association of Physical Plant Administrators of Universities and Colleges) and Coopers and Lybrand

² *Committing to the Cost of Ownership. Maintenance and Repair of Public Buildings* Building Research Board, National Research Council, American Public Works Association - Special Report #60

alter the facilities for changes in use as well as codes and standards;

- **PLUS** sufficient "Catch-up Maintenance" funds over a short period of time to bring the facilities to a reliable operating condition by offsetting the effects of deferred maintenance and offset future premium costs.

Both the previously mentioned reports concur that 2% of current replacement values should be allocated for annual renewal, assuming proper preventative maintenance practices are adopted. In addition, special funds would have to be allocated to reduce the backlog of deferred maintenance. Excluding special funds, this would translate, in terms of the Hamilton Wentworth, to \$8.4 million annually for facility renewal and reduction of the \$13,500,000 (year 1) deferred maintenance and facility renewal backlog.

Currently, the average funding for the school facilities, based on current allocation, is \$6,600,000. For the short term this amount will address only a portion of the required renewal need, but will it be adequate for the longer term?

HOW MUCH FUNDING IS REQUIRED?

Life cycle renewal costs for the major building components have been established for each building to determine the Capital Renewal budget requirements. These repair and replacement values are in current dollars and based on template models. The life cycle assessment was based on template data derived from a credible source, namely, RS Means. Remaining useful life estimates of major building components and systems were established using industry standards such as ASHRAE and then modified to extend remaining life estimates. On-site field reviews were conducted by all Supervisors to determine the 5 year capital renewal needs for each school in the portfolio. Operating expenditures and energy savings were not analyzed at this time and do not form part of this life cycle analysis.

Various building components will undergo replacement at different times during the life of a facility. If one assumes a building lasts 100 years, some components, such as a roof, will require numerous cyclical replacements. Each component has a unique life cycle that may be altered depending on the type and level of maintenance adopted. The task of keeping any building in suitable condition is expensive and requires a tremendous amount of management.

The 5 Year Plan:

The life cycle renewal results are summarized and illustrated for all buildings in **Figure #2** as a function of major building disciplines (architectural, electrical, mechanical and site work). This suggests that significant Facility Renewal Funding contributions will be required in the next 5 years to maintain the facilities in their current form with no allowance for functional changes or facility adaptation.

Similarly **Figure #3** illustrates the same facility renewal profile as a function of priority. Risk management priorities were assigned to each capital renewal requirement to help sort the projects. Criteria used to establish priorities included Severity (or safety concerns), Frequency (how often the repair needed attention), Cost, and Future Cost (implications of deferral). The prioritized results show \$13,000,000 is required in the first year for Urgent and High priority projects. Year 2 requires approximately \$7,000,000 in Urgent and High priority projects.

As a comparison to the above "Field collected data", template data was generated to create a theoretical 5 Year Capital Plan based on industry recognized life cycle requirements. **Figure #4**, derived from template data, suggests that additional funding consideration must be given. The template data illustrates a higher level of facility renewal need than that collected in the field by the supervisors. This is to be expected because unforeseen items such as piping replacement would usually not be covered in the on-site review by the supervisors.

The unfunded figures represent the on site findings and results obtained from the life cycle renewal cost analyses. The cumulative projected funding represents an assumed annual allocation of \$6,600,000. Clearly, some dramatic adjustments in the current funding allocation must be incorporated to obtain control of the rapidly growing renewal needs projected for the future.

Analysis of the cumulative renewal need compared to the existing funding allocation of \$6.6million is depicted in **Figure #5**. This "5 Year Cumulative" analysis illustrates that the current level of funding appears adequate for all urgent priority projects and most of the high priority projects with minimal impact on medium and low priority projects. The concern is that the high priority projects are not addressed in their entirety in the first four years, which will suggest the Board will continue to operate in a "crisis management" environment. One should note that additional emergency and unforeseen requirements would have a negative impact on the funding beyond the **Figure #5** illustration.

However, all priorities above the funding level will need to be deferred with new risk levels evaluated each year. In most cases the risk will increase when deferred from one year to the next.

The 25 Year Plan:

The "25 Year Plan" represents a "Facility Renewal" projection of technical funding required to maintain the facilities in their current form. In other words, issues such as facility adaptation, obsolescence, functional upgrades are not considered in the following illustrations. **Figure #6** depicts a 25-year cost profile based on templated data. Replacement costs and timelines have been presented for the entire portfolio of schools with specific reference given to Architectural, Electrical and Mechanical system replacements and upgrades. The life cycle costs and timelines are illustrated as a 'snapshot' for the next 25 years.

Representing the same numbers in a similar format to the 5-Year Plan, cumulative renewal needs are prioritized for the 25 years and plotted against the cumulative funding level of \$6.6million per year. Long range planning estimates, as depicted in Figure #5; suggest that all urgent priority projects would be managed along with the majority of the high priority projects. Long-range planning forecasts suggest that serious consideration should be given to increase the funding allocation to manage School Board risk.

WHAT ARE THE FINDINGS?

Historical funding levels appear inadequate to address the facility renewal needs for the future. Various levels of funding were assessed to determine the optimal amount required for the Hamilton Wentworth portfolio of buildings (refer to **Figure #8**). With each funding projection level a Facilities Condition Index (FCI) is calculated that can be used to compare to industry standards. Figure #8 compares building performance against standards set in the industry and referred to as Facility Condition Index ratings.

A "Good" FCI rating is given when the value of a facilities deficiencies and renewal costs is less than 5% of the current replacement cost, "Fair" between 5-10% and "Poor" above 10%. Currently, the figure illustrates that the assessed portfolio has a "good" condition index in the current year. However, current allocations for building renewal and maintenance of \$6,600,000 would in the course of 2 years erode the condition rating to "Fair" and "Poor" within 3 years.

The facility assessment results clearly show that the current annual funding level for facility renewal and maintenance is inadequate for long term preservation using \$6,600,000 (applying current Ministry allocations).

In order to maintain the facilities in a "Fair" state of repair, approximately \$14,000,000 per year or an increase of \$7.4million annually, is required for long term preservation.

To maintain the facilities with an FCI in the "good" range, annual funding of over \$14,000,000 will be required for the long term.

These higher levels of capital and repair funding will ensure the building stock will be maintained at an acceptable level of risk. If the level of facility renewal funding is reduced much below the suggested amount, the exposure to risk will increase and the probability of **premium renewal expenditures** will increase.

Currently, the FCI (Facilities Condition Index) for the facilities is "good" but there is a significant requirement of approximately \$20,000,000 worth of projects that require addressing in the current year (excluding unforeseen and soft costs).

However, it appears that some of the capital renewal repairs may need to be funded from the operations budgets. Since the industry recognizes the need for proactive maintenance planning, any depletion of this budget would adversely affect the life cycle returns projected in this "Facilities Renewal Study".

RECOMMENDATIONS

Funding levels are currently inadequate for long term preservation of the assets and should receive serious consideration. Funding strategies will need to be created to ensure enough money is allocated to facility renewal. Prioritization and risk management planning will be essential for the future. With an aging portfolio, much renewal spending will be required over the next 25 years. Plans will need to be drafted to address this concern.

The next steps would require an examination of operational savings and energy savings initiatives beyond the current energy program. Detailed facility assessments are recommended to verify the templates and funding models. An action plan will need to be created that allows for effective management of "facility renewal" data in the database system. With additional data collected and templates verified a presentation should be considered for the Ministry.

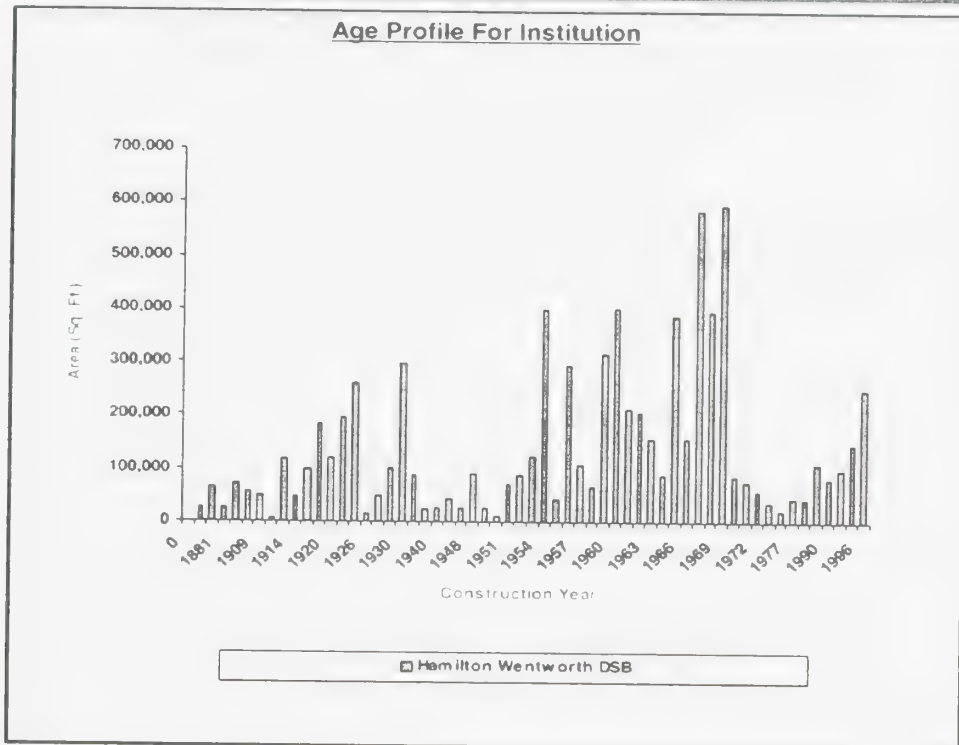


Figure #1 : Age Profile for Institution

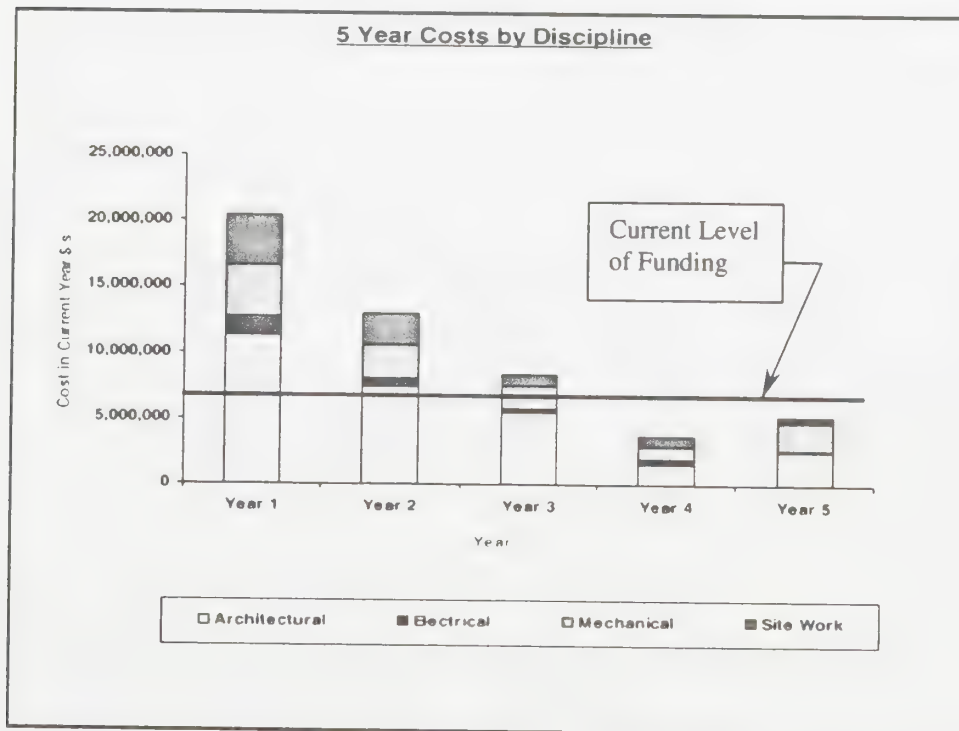


Figure #2 : 5 Year Costs by Discipline

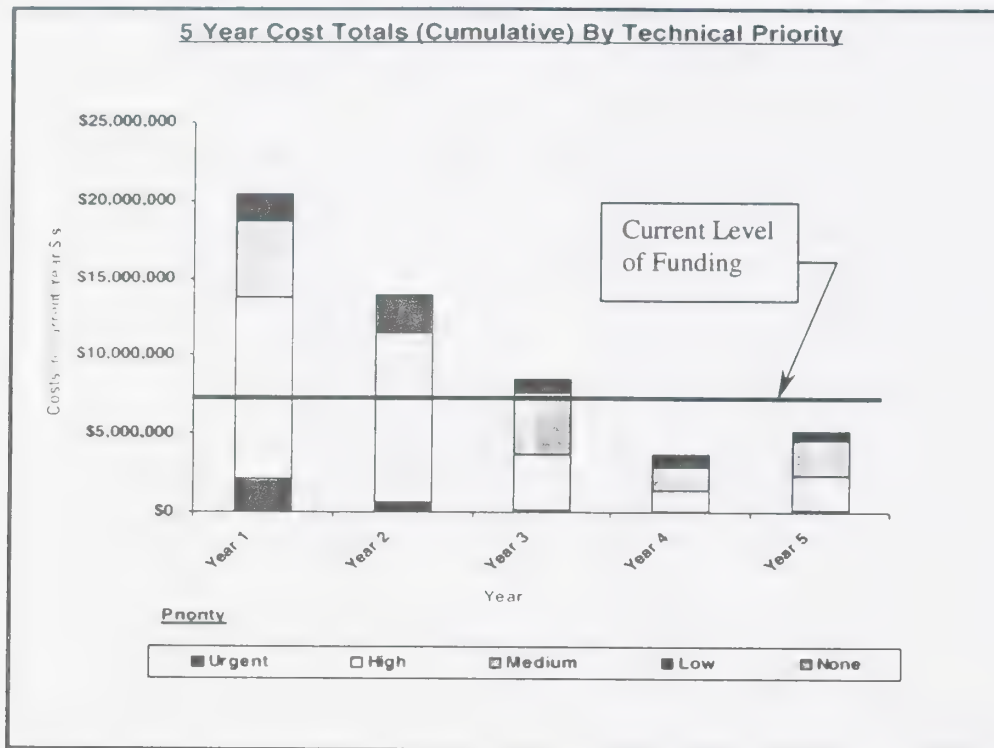


Figure #3: 5 Year Priority Distribution

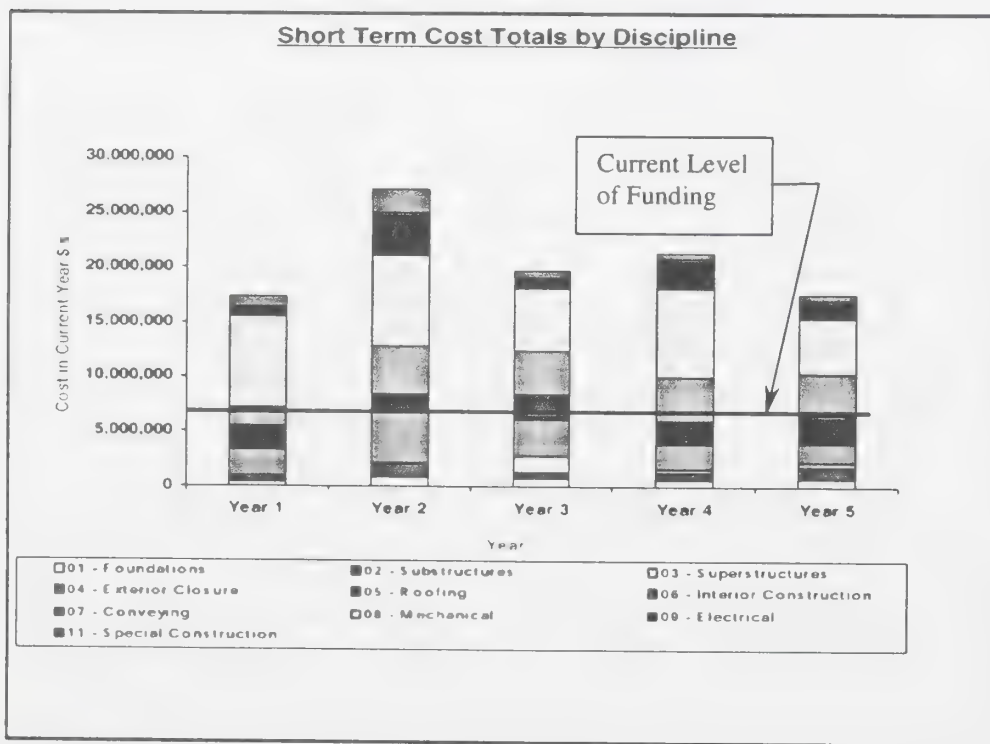


**Figure #4:
5 Year Template Distribution**

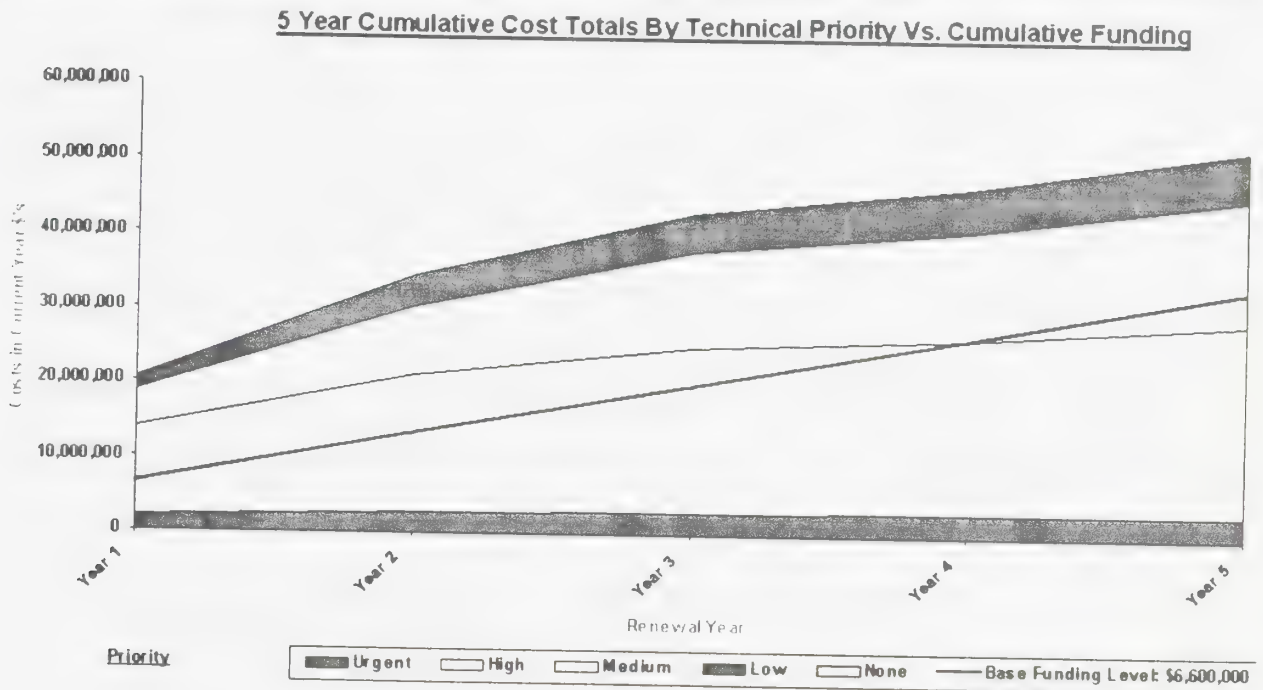


Figure #5: 5 Year Renewal Priority vs. Budget Comparison

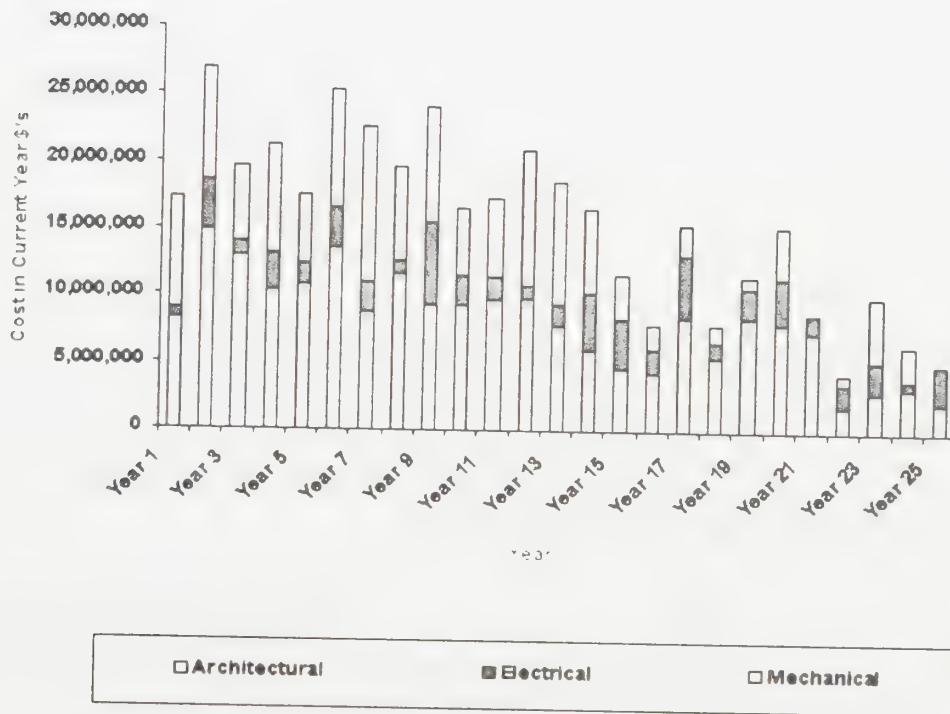


Figure #6: 25 Year Cost Profile (Template Data)

25 Year Cumulative Cost Totals By Technical Priority Vs. Cumulative Funding

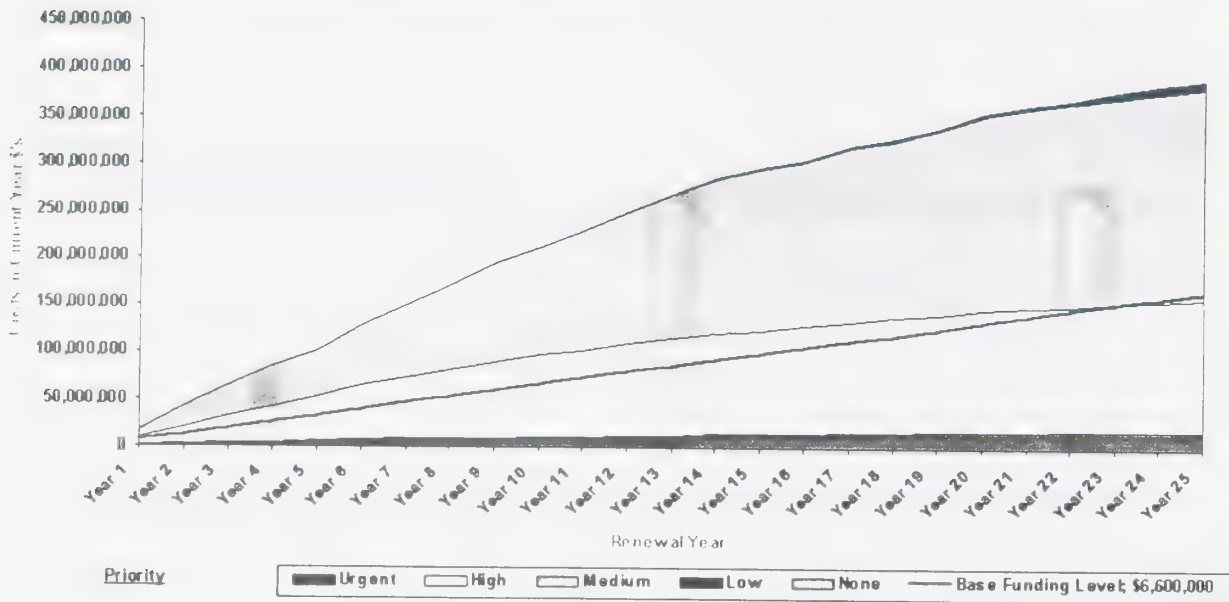


Figure #7: 25 Year Cumulative Priority
Renewal vs. Available Funding

Backlog Funding Model

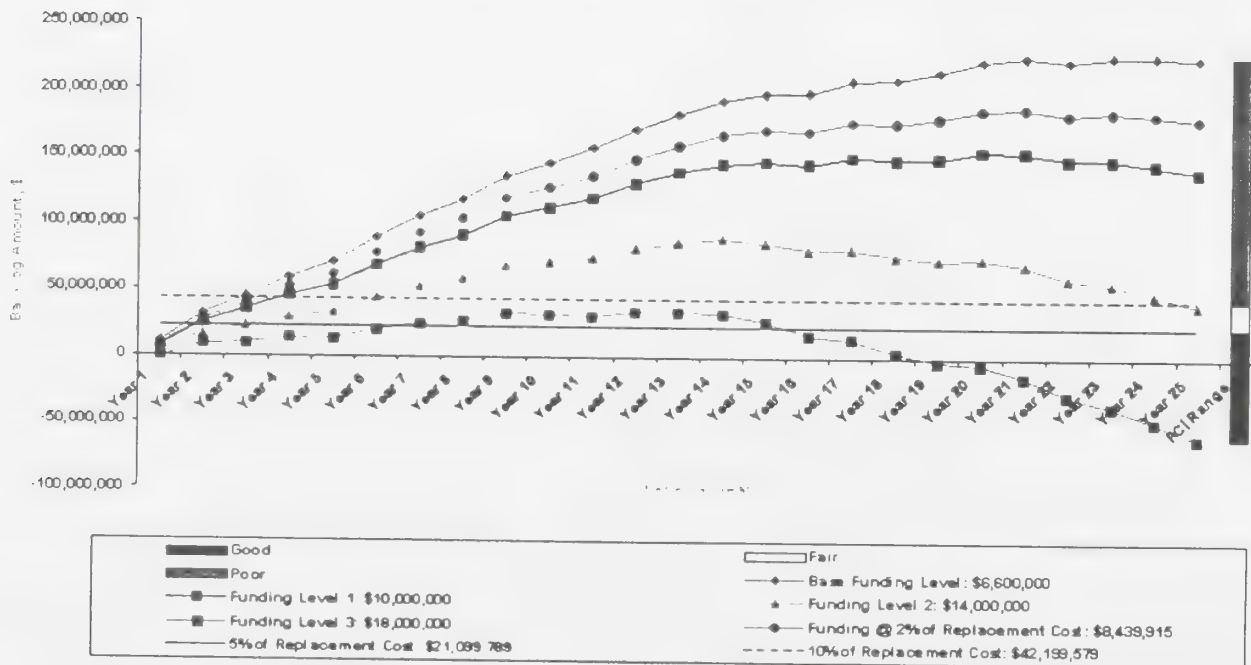


Figure #8: Backlog Funding Models
& Facility Condition Indexes

SPECIAL MEETING OF THE BUSINESS COMMITTEE

WEDNESDAY, June 23, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Agenda - *continuation of the June 17, 1999 agenda --*

L. Orban

ACTION ITEMS:

12. Education Development Charges Report
13. Mohawk Trail Museum
14. School Facility Renewal Program – Boiler Replacement Change
15. Hess Street School - Playground Redevelopment
16. Student Driver Approvals
17. Community Partnership Proposal
18. Glenwood School Creative Playground Structure
19. School Budget Surplus Carry Forward
20. Planning Report
21. Verbal Update: Instructional Facilities Review
22. Board Referral:

D. Grant
W. Joudrie
T. Cupido
T. Cupido
P. Gillie
K. Waters
K. Bell
K. Bain
D. Grant
D. Grant

- (a) Correspondence from Limestone District School Board re Ontarians with Disabilities Act (Receive and file)

- 22.-1 Classroom Computer Selection Results *[added at the June 17 meeting]*

W. Joudrie

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

23. Public Questions for Clarification

Future Meetings:

Board	June 24, 1999	8:00 p.m.
Education Committee	September 2, 1999	7:00 p.m.
Board	September 9, 1999	8:00 p.m.
Business Committee	September 16, 1999	7:00 p.m.
Board	September 23, 1999	8:00 p.m.
Special Education Advisory Committee	September 29, 1999	7:15 p.m.

ADDITIONAL
INFORMATION FOR
THIS EVENING'S

MEETING OF THE
BUSINESS COMMITTEE

Open Agenda

ACTION ITEMS

Added Item - Classroom Computer Selection Results
Page 22-1

W. Joudrie

Please add this information to your agenda package.

BUSINESS COMMITTEE
1999 06 17

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education
From: Wayne Joudrie, Superintendent of Education
Date: June 17, 1999
Subject: CLASSROOM COMPUTER SELECTION RESULTS

Recommended Action:

Moved by _____, seconded by _____,
that JMG--Seanix be approved as the Classroom Computer for the 1999-2001 time
period.

Rationale:

A Request for Proposals was distributed to Classroom Computer Vendors. Eleven proposals were received. They included:

- Amsdell
- C.D.I. Refurbished Computers
- Centech
- Choice 2000
- Dell
- IBM
- JMG—Seanix
- MPC--Seanix
- MPC—Compaq
- Telecom—Compaq
- Tandex

Using rating scales which included pricing, warranty, asset management, compatibility, educational focus and vendor added value, a short list of four vendors was created. Each of the shortlisted vendors provided the selection team with a one-hour presentation with respect to their ability to meet the H.W.D.S.B.'s needs

As a result of the presentation, and after considerable discussion, JMG--Seanix was selected as the recommended Classroom Computer.

The members of the selection team were:

Michael Burjaw, Purchasing Manager
Ed Schumacher, Technical Purchaser
Dan Walker, I.T. Special Assignment Teacher
Howie Gardiner, Technical Services Supervisor
Klara Owen, Vice Principal, R.L. Hyslop
Sharon Stephanian, Vice Principal, Glendale
Wayne Joudrie, Superintendent of Education

CAB ON HW 26

A33B
1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

URBAN
MUNICIPAL

BUSINESS COMMITTEE

June 17, 1999

8:00 p.m. *[Please note the time.]*

A G E N D A

8:00 p.m.

1. Call to Order
2. Approval of Minutes of May 20, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

URBAN MUNICIPAL

L. Orban

JUL 2 1999

ACTION ITEMS:

GOVERNMENT DOCUMENTS

5. Building Renewal Program – Five Year Capital Plan
6. Banking Proposal
7. Auditor Selection Process
8. Proposed Elementary School – Waterdown (plus separate package)
9. Cold Drinks Vending Machines Proposal
10. Update: Year 2000 Readiness
11. Policy Approvals:
 - i) Procurement Policy
 - ii) Employee Expense Policy
12. Education Development Charges Report
13. Mohawk Trail Museum
14. School Facility Renewal Program – Boiler Replacement Change
15. Hess Street School - Playground Redevelopment
16. Student Driver Approvals
17. Community Partnership Proposal
18. Glenwood School Creative Playground Structure
19. School Budget Surplus Carry Forward
20. Planning Report
21. Verbal Update: Instructional Facilities Review
22. Board Referral:
 - (a) Correspondence from Limestone District School Board re Ontarians with Disabilities Act (Receive and file)

T. Cupido
D. Grant
D. Grant
D. Grant
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D. Grant
D. Grant
D. Grant
D. Grant
D. Grant
W. Joudrie
T. Cupido
T. Cupido
P. Gillie
K. Waters
K. Bell
K. Bain
D. Grant
D. Grant

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

23. Public Questions for Clarification

Future Meetings:

Board	June 24, 1999	8:00 p.m.
Education Committee	September 2, 1999	7:00 p.m.
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Business Committee	September 16, 1999	7:00 p.m.
Board	September 23, 1999	8:00 p.m.
Special Education Advisory Committee	September 29, 1999	7:15 p.m.

ACTION ITEMS

BUSINESS COMMITTEE
1999 06 17

#5

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: **Building Renewal Program - Five Year Capital Plan**
DATE: 1999 06 17

Recommendation:

Moved by _____ seconded by _____ that the Five-Year Capital Budget Renewal Program be accepted for implementation commencing September 1, 1999.

Background:

The Board, at its meeting of 1999 05 27, approved the following recommended actions related to school renewal:

- "1. That the Draft Five-Year Capital Building Renewal Program be accepted as information.
2. That the final Five-Year Capital Building Renewal Program be presented to the June 17, 1999 Business Committee for approval and implementation."

During the review of the draft renewal plan, it became clear that although the School Renewal Allocation is significant (\$6,689,300.00), it is insufficient to meet the ongoing renewal needs of the Board. This is illustrated in Figure 1.

To accommodate the allocation amount, the Board is in a position to undertake the Urgent and High Priorities listed in the overall plan. Depending on final verification, review and design of the specified priority items, most or all of these priorities should be completed.

Within the Urgent and High Priority items, these had to be "prioritized" and distributed evenly throughout the five year span of the program. In particular, focus was given to **only year one** of the plan whereby all the Urgent requests can be implemented and a portion of the "High" priorities.

The Building Renewal sub committee consisting of the following members:

Lillian Orban - Trustee
Sandra Cole - Principal (Hillcrest)
Bud Fisher - Principal (Parkside)
Tony Cupido - Superintendent of Plant Services
Duane O'Connor - Manager of Capital and Building Renewal and Construction
Tim Detlaff - Vice-President, Physical Planning
David Bordignon - Physical Planning Senior Project Manager

The sub committee reviewed the criteria to distribute the Urgent and High Priorities over the five years and the first year in particular.

The Committee agreed on the following direction:

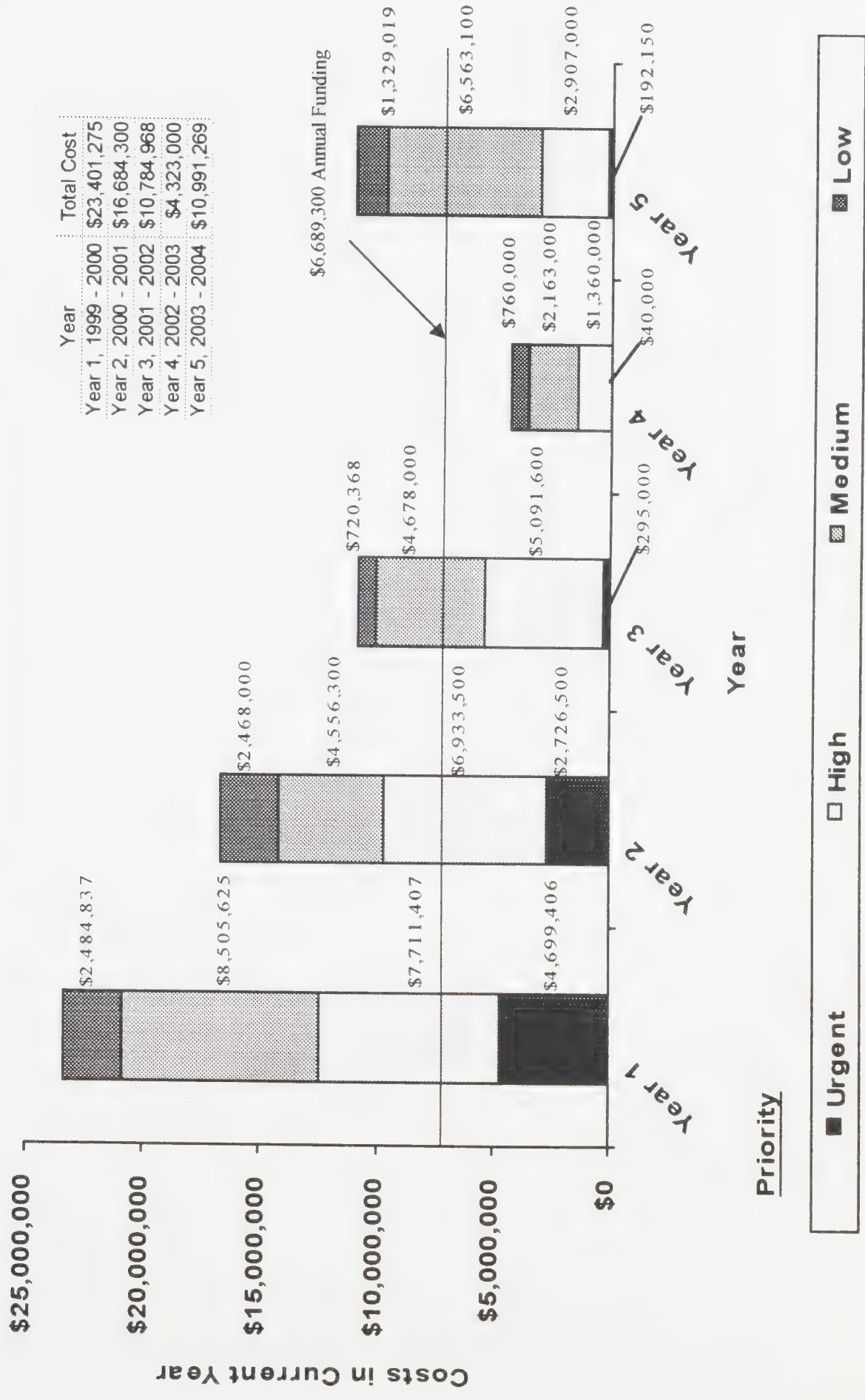
- For each school, that the age of the building and the Technical Priority of each item be considered in year 1 prioritizing the requests.
- That all items \$5,000.00 and under be implemented over a period of up to two years and be funded out of school operations. Sufficient budget exists in this area to undertake these items.
- That formal technical audits and training be completed on a representative selection of schools (ie. 3 secondary and 9 elementary) to determine accurate Facility Condition Indices (FCI's). It is proposed that these initial audits be completed by Physical Planning Associates starting this Fall. Then, board staff will be trained to complete additional technical audits on specific schools which will assist in further prioritization of various requests in years 2 to 5.
- Some larger schools may require grouping of all their requests and thereby creating "phases" of work. These schools would include Barton, Westdale, Ancaster High, Orchard Park, W. H. Ballard and Sir Allan MacNab for example.
- Each item on the greater than \$5,000.00 list will require a review, design (if required) and final costing before implementation. The costs or priority may therefore change.
- It was agreed that an annual update of the Renewal Plan is required to account for the following:
 - Changes in priorities are required due to site conditions, equipment failures, changes in Codes, Acts and other related legislation.
 - Items of a contingent nature not previously recognized or known.
 - Changes in the total building portfolio due to School Accommodation reviews.
 - That the remaining medium and low priority items be implemented subject to additional funding initiatives. The funding initiatives may include Infrastructure-Works grants or school operations funds for example.

It is recognized that more thorough investigation, inspection and review is necessary to make more informed decisions on items such as boilers and roofs.

The proposed Renewal Plan is listed in the attached Appendix 1. It is sorted by technical priority and school (age), for Year 1 only.

FIGURE 1

Capital Costs (>\$5,000) by Priority



5-2

APPENDIX I

5-3

Hamilton Wentworth DSB

Ranked - Year 1 Costs > \$5,000, Urgent and High Priorities by Institution

Report Criteria / Filters (* Denotes Criteria Not Set / Not Filtered or Multiple Selection)

Area : *	Supervisor : *	Discipline : *	Data Origin : *
Zone : *	Supervisor : *	System : *	Budget Type : *
Province : *	Supervisor : *	Component : *	Cost Type : *
City : *	Supervisor : *		Elective Adaptation : *
School Number : *	Property Management Type : *		Approval Status : *
School Name : *	Ownership Type : *		Priority Ranking : *

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
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A_URGENT Priority

111	Dundas District	Woodworth	Walls	Brick Face Composite Wall	-replacement of deteriorating brick work at the east entrance of building	10,000	20	70	10,000	No
169	Glenwood	Goodale	Floor Superstructures	Wood Deck		10,000	20	45	20,000	No
060	C. H. Bray	Goodale	Footings and Foundations	Foundation Underdrain		10,000	20	43	30,000	No
128	Fessenden	Goodale	Walls	Brick Face Composite Wall		6,000	20	40	36,000	No
420	Thornbrae	Melnychuk	Floor Finishes	Tile and Covering	replace gymnasium floor	10,000	20	37	46,000	No
306	Pauline Johnson	Melnychuk	Walls	Brick Face Cavity Wall	due to roof leaks brickwork falling off wall	20,000	20	32	66,000	No
106	Dr. John Seaton	Turner	Site Improvements	Concrete Sidewalks	All 5 entrances need new concrete pads.	7,000	20	31	73,000	No
524	Delta	Wilson	Plumbing	Roof Drain Systems	REPAIR OF DRAINAGE SYSTEM OVER FRONT MAIN ENTRANCE	5,001	19	75	78,001	No
397	Sanford Avenue	Zajcenko	Stairs	Stairs	Repair and retread south stairwell from the basement to the 3rd floor.	8,000	19	67	86,001	No
280	Mount Hope	Coveney	Roof Coverings	Shingle and Tile	new steel roofs on portables	20,000	19	47	106,001	No
344	Queen's Rangers	Turner	Roads & Parking	Parking Lots - Asphalt	Install proper drainage, pave entrance and parking lot	40,000	19	41	146,001	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
506	Ancaster High	Goodale	Plumbing	Shower Systems	replace or refurbish all change room showers	50,000	19	40	196,001	No
420	Thornbrae	Melnychuk	Ceilings	Transite Ceiling Tile	remove asbestos from inside and outside of school	50,000	19	37	246,001	No
066	Cardinal Heights	Melnychuk	Walls	Brick Face Composite Wall	water damage causing brick veneer to fall off=repair	25,000	19	36	271,001	No
176	Guy Brown	Story	Service and Distribution	Electric Service	Install new service for entire school	7,000	19	35	278,001	No
925	Education Centre	Bottrell	Air Conditioning	Rooftop Single Zone	Clean ducting from main air handling units and recoat to prevent insulation break down.	30,000	19	32	308,001	No
925	Education Centre	Bottrell	Heating	Terminal Unit Heaters - Commercial	Replace inground heater in east ramp	25,000	19	32	333,001	No
358	Richard Beasley	Melnychuk	Roads & Parking	Parking Lots - Asphalt	existing lot is partially under grade and needs repair	25,000	19	31	358,001	No
180	Hess Street	Bottrell	Site Work	Drainage and Sewerage	Grade playground, put in catch basin	10,000	19	25	368,001	No
901	All City Schools	Unspecified	Specialties	Special Construction	Eye Wash Station Upgrades - Phase 1 (City Schools)	86,000	18	1999	454,001	No
110	Dundas Central	Woodworth	Floor Finishes	Tile and Covering	-investigate/heaving lumps in the middle of the lower hall floor	5,001	18	145	459,002	No
372	Robert Land	Zajczenko	Heating	Boilers - Hot Water and Steam	Repair or replace condensate tank.	6,000	18	85	465,002	No
111	Dundas District	Woodworth	Site Improvements	Fence and Guardrails	-installation of new fence along creek beside playing field.	6,000	18	70	471,002	No
132	Franklin Road	Melnychuk	Floor Finishes	Tile and Covering	replace carpet in Library	6,500	18	45	477,502	No
128	Fessenden	Goodale	Roads & Parking	Parking Lots - Asphalt		124,400	18	40	601,902	No
572	Sir Winston Churchill	Boyer	Site Improvements	Lawns and Ground Cover	West field	20,000	18	32	621,902	No
407	Spencer Valley	Story	Floor Finishes	Tile and Covering	Retile classrooms 2-11, 13-15.	25,000	18	31	646,902	No
568	Sir Allan MacNab	Goodale	Ceiling Finishes	Acoustical Ceilings		20,000	18	30	666,902	No
568	Sir Allan MacNab	Goodale	Roads & Parking	Parking Lots - Asphalt		100,000	18	30	766,902	No
350	R. A. Riddell	Zajczenko	Air Conditioning	Rooftop Multizone Units	Replace Heat Exchangers in SF1 and SF3 Mammoth rooftop units.	53,000	18	27	819,902	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
All Schools	Board Wide Projects	Unspecified	Specialties	Special Construction	Pathways initiative - Barrier Free Access at various schools	400,000	17	1999	1,219,902	No
260	Lynden	Turner	Site Improvements	Fence and Guardrails	Replace existing fence around old tennis courts with new one.	5,500	17	73	1,225,402	No
260	Lynden	Turner	Roads & Parking	Parking Lots - Asphalt	Repave existing tennis court for JK.	8,000	17	73	1,233,402	No
003	A. M. Cunningham	Wilson	Roads & Parking	Driveways	REPLACEMENT OF ASPHALT AREA IN REAR OF SCHOOL	30,000	17	70	1,263,402	No
588	Westdale	Graves	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum	Phase 1 Window replacement in entire school	600,000	17	69	1,863,402	No
174	Hampton Heights	Maslen	Excavation and Backfill	Building Excavation and Backfill	ASSESS, RECOMMEND AND INSTALL PROPER MEANS OF CONTROLLING ASBESTOS CONTAMINATED TUNNEL MOISTURE LEVELS	10,000	17	45	1,873,402	No
086	Central Park	Turner	Roads & Parking	Parking Lots - Asphalt	Repave front entrance and parking area.	20,000	17	43	1,893,402	No
086	Central Park	Turner	Ceiling Finishes	Acoustical Ceilings	Install new drop ceiling to cover old one	6,000	17	43	1,899,402	No
090	Chedoke	Belanger	Heating	Boilers - Hot Water and Steam	Flush Heating System Piping	6,000	17	42	1,905,402	No
552	Orchard Park	Long	Plumbing	Pipe Fittings	Rebuild gate valves on main heating lines in boiler room	8,000	17	34	1,913,402	No
106	Dr. John Seaton	Turner	Interior Construction - Doors	Special Doors	Install 100 new lockers in south hall	10,000	17	31	1,923,402	No
546	Highland	Turner	Plumbing	Laboratory and Service Sink Systems	Replace sink drains in all 4 science rooms.	6,000	17	31	1,929,402	No
350	R. A. Riddell	Zajcenko	Air Conditioning	Rooftop Single Zone	Replace Mammoth rooftop unit - Gym	145,000	17	27	2,074,402	No
All Schools	Board Wide Projects	Unspecified	Plumbing	Urinal Systems	Various Elementary and Secondary - Replace Urinals and Drains	100,000	16	1999	2,174,402	No
All Schools	Board Wide Projects	Unspecified	Plumbing	Laboratory and Service Sink Systems	Secondary School Science Laboratories - Replace Plumbing fixtures and Drains	15,000	16	1999	2,189,402	No
All Schools	Board Wide Projects	Unspecified	Heating	Boilers - Hot Water and Steam	Various Elementary and Secondary - Repair or Replace Steam Traps	102,000	16	1999	2,291,402	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
110	Dundas Central	Woodworth	Columns / Beams / Joists	Steel Columns	-sandrblasting of exterior beams at rear of building	6,000	16	145	2,297,402	No
110	Dundas Central	Woodworth	Floor Finishes	Tile and Covering	-installation of replacement carpet in halls, (6) classrooms on third floor	20,000	16	145	2,317,402	No
274	Millgrove	Story	Roads & Parking	Driveways	Installation of a bus turn around area	40,000	16	84	2,357,402	No
524	Delta	Wilson	Ceiling Finishes	Plaster, Drywall and Acoustical Ceilings	REPAIR OF CEILING PLASTERING IN MAIN ENTRANCE FRONT OF SCHOOL	18,000	16	75	2,375,402	No
588	Westdale	Graves	Heating	Boilers - Hot Water and Steam	General Improvements to the boiler systems including steam traps and rads	400,000	16	69	2,775,402	No
588	Westdale	Graves	Special Electrical	Communication and Alarm	New P.A. system including central clock. Also networking for computers	10,000	16	69	2,785,402	No
548	Hill Park	Bottrell	Roof Coverings	Built Up	New roof over gymnasiums and auto shop	150,000	16	45	2,935,402	No
060	C. H. Bray	Goodale	Partitions	Toilet Partitions		10,000	16	43	2,945,402	No
173	Green Acres	Long	Roof Coverings	Built Up	roof replacement	90,000	16	43	3,035,402	No
126	Fernwood Park	Maslen	Insulation	Mechanical Insulation	Removal of Asbestos Materials	6,004	16	40	3,041,406	No
508	Barton	Melnychuk	Specialties	Special Construction	Phase 2 - Barton Secondary School Renovations	1,600,000	16	39	4,641,406	No
198	Holbrook	Goodale	Floor Finishes	Tile and Covering		10,000	16	37	4,651,406	No
198	Holbrook	Goodale	Floor Finishes	Tile and Covering		8,000	16	37	4,659,406	No
026	Bell-Stone	Coveney	Plumbing	Water Closets, Group	new septic bed	25,000	16	36	4,684,406	No
546	Highland	Turner	Specialties	Special Construction	Replace underground dust collector with overhead system and remove drum to outside of building.	15,000	16	31	4,699,406	No
						A_URGENT Priority Total:		4,699,406		

B_HIGH Priority

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
All Schools	Board Wide Projects	Unspecified	Plumbing	Water Closet Systems	Various Elementary and Secondary - Replace/Repair Drains, Flush Valves and Water Closets	50,000	15	1999	4,749,406	No
110	Dundas Central	Woodworth	Roads & Parking	Parking Lots	-asphalt repairs needed at the west parking lot entrance area to building	10,000	15	145	4,759,406	No
408	Stinson Street	Wilson	Walls	Solid Brick Walls	MAJOR REPAIR TO FIRE ESCAPE EXTERIOR PLATFORMS AND BRICK REPOINTING	90,000	15	105	4,849,406	No
426	Tweedsmuir	Wilson	Special Electrical	Communication and Alarm	REPLACEMENT OF P.A. SYSTEM	8,000	15	90	4,857,406	No
006	Adelaide Hoodless	Zajczenko	Floor Finishes	Tile and Covering	Remove carpet from numerous rooms and replace with tile flooring.	40,000	15	87	4,897,406	No
006	Adelaide Hoodless	Zajczenko	Wall Finishes	Paint and Covering	Repair and paint lockers - replace broken lockers as required	70,000	15	87	4,967,406	No
192	Hillcrest	Boyter	Roads & Parking	Parking Lots - Asphalt	Asphalt the playground	75,000	15	79	5,042,406	No
192	Hillcrest	Boyter	Floor Superstructures	Metal Deck - Concrete Fill	Gym floor	75,000	15	79	5,117,406	No
318	Prince of Wales	Zajczenko	Heating	Terminal Unit Heaters - Commercial	Provide protective coverings for radiators	15,000	15	77	5,132,406	No
524	Delta	Wilson	Site Work	Drainage and Sewerage	REPAIR SEWERS IN COURT AREAS (LEAKING INTO GYM)	40,000	15	75	5,172,406	No
524	Delta	Wilson	Site Improvements	Lawns and Ground Cover	REPLACEMENT OF ASPHALTED AREA REAR CAMPUS SOUTH SIDE. 75th Anniversary	250,000	15	75	5,422,406	No
588	Westdale	Graves	Service and Distribution	Electric Service	Upgraded electrical service to account for computer networking and air conditioning	100,000	15	69	5,522,406	No
234	Lake Avenue	McDonald	Roads & Parking	Parking Lots - Asphalt	Repair and resurface playground	25,000	15	47	5,547,406	No
060	C. H. Bray	Goodale	Plumbing	Water Closets, Group		20,000	15	43	5,567,406	No
204	Huntington Park	Maslen	Ceilings	Transite Ceiling Tile	Removal of transite asbestos ceiling tiles	15,727	15	43	5,583,133	No
090	Chedoke	Belanger	Floor Finishes	Tile and Covering	Replace carpets in the library and music room.	7,200	15	42	5,590,333	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
090	Chedoke	Belanger	Doors	Doors - Wood, Steel and Aluminum	Rekey entire school.	6,000	15	42	5,596,333	No
246	Linden Park	Belanger	Special Electrical	Communication and Alarm	Upgrade current Fire Alarm system.	20,000	15	42	5,616,333	No
028	Bellmoore	Coveney	Wall Finishes	Paint and Covering	painting of classrooms	10,000	15	41	5,626,333	No
028	Bellmoore	Coveney	Selective Costs	Demolition	remove stone basin and level off field	10,000	15	41	5,636,333	No
114	Eastmount Park	Belanger	Roads & Parking	Driveways	Resurface the playground.	12,000	15	40	5,648,333	No
126	Fernwood Park	Maslen	Insulation	Mechanical Insulation	Removal of Asbestos Materials	23,096	15	40	5,671,428	No
128	Fessenden	Goodale	Site Improvements	Fence and Guardrails		10,000	15	40	5,681,428	No
506	Ancaster High	Goodale	Wall Finishes	Paint and Covering		50,000	15	40	5,731,428	No
240	Lawfield	Melnychuk	Roads & Parking	Parking Lots - Asphalt	new parking lot at west end of school	60,000	15	38	5,791,428	No
366	Ridgemount	Belanger	Floor Finishes	Tile and Covering	replace tile floor in room 1 (senior kindergarten)	6,000	15	38	5,797,428	No
198	Holbrook	Goodale	Openings and Specialties	Hatches and Skylights		10,000	15	37	5,807,428	No
252	Lisgar	Maslen	Walls	Brick Face Composite Wall	REPAIR BRICK WORK MANY BRICKS DAMAGED OVER THE YEARS--FROST	10,000	15	36	5,817,428	No
552	Orchard Park	Long	Site Improvements	Lawns and Ground Cover	Upgrade to sports track.	10,000	15	34	5,827,428	No
552	Orchard Park	Long	Specialties	Architectural Equipment	Code approved spray booth for Room 157.	10,000	15	34	5,837,428	No
552	Orchard Park	Long	Plumbing	Group Wash Fountain	Retrofit Bradley to individual wash basins in student washrooms	10,000	15	34	5,847,428	No
030	Bennetto	Wilson	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum	UPGRADE WINDOWS BACK TO GLASS FROM PLASTIC PANELS.	10,000	15	33	5,857,428	No
564	Sherwood	Maslen	Specialties	Architectural Specialties	REPLACE EXSISTING FIRE CURTAIN ON AUDITORIUM STAGE	16,000	15	32	5,873,428	No
572	Sir Winston Churchill	Boyer	Specialties	Architectural Equipment	Saw dust extractor	90,000	15	32	5,963,428	No
014	Ancaster Senior	Goodale	Specialties	Architectural Specialties		10,000	15	31	5,973,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
436	Vern Ames	Melnychuk	Roads & Parking	Parking Lots - Asphalt	after lawfields parking lot moved, repave area that exists as verne ames playground	8,000	15	30	5,981,428	No
436	Vern Ames	Melnychuk	Roads & Parking	Parking Lots - Asphalt	enlarge as is inadequate to hold existing staff	8,000	15	30	5,989,428	No
568	Sir Allan MacNab	Goodale	Special Electrical	Communication and Alarm		20,000	15	30	6,009,428	No
568	Sir Allan MacNab	Goodale	Site Work	Manholes and Catch Basins		10,000	15	30	6,019,428	No
568	Sir Allan MacNab	Goodale	Wall Finishes	Paint and Covering		10,000	15	30	6,029,428	No
105	Dr. J. Edgar Davey	Zajczenko	Special Electrical	Communication and Alarm	Replace P. A. System.	15,000	15	28	6,044,428	No
105	Dr. J. Edgar Davey	Zajczenko	Floor Finishes	Tile and Covering	Replace tiles in room 9, 10, Music, Staff and PE Office	8,000	15	28	6,052,428	No
350	R. A. Riddell	Zajczenko	Floor Finishes	Tile and Covering	Remove carpeting from rooms 11/12 and 13/14, replace with tile flooring	10,000	15	27	6,062,428	No
350	R. A. Riddell	Zajczenko	Ceiling Finishes	Plaster, Drywall and Acoustical Ceilings	Repair or replace existing duct work throughout the building	10,000	15	27	6,072,428	No
180	Hess Street	Bottrell	Site Improvements	Wood Tie Retaining Walls	Retaining wall around playground	10,000	15	25	6,082,428	No
171	Gordon Price	Belanger	Site Work	External Stairs	Replace stairway with ramp at the back of the building.	10,000	15	8	6,092,428	No
555	Saltfleet	Coveney	Special Electrical	Communication and Alarm	additional cameras in the school	20,000	15	3	6,112,428	No
All Schools	Board Wide Projects	Unspecified	Specialties	Special Construction	Oil Tank Removal and site remediation	400,000	14	1999	6,512,428	No
All Schools	Board Wide Projects	Unspecified	Heating	Boilers - Hot Water and Steam	Special Board Wide Project - Boiler Inspection Program - Boiler Useful Life Study	95,000	14	1999	6,607,428	No
175	Greensville	Story	Site Improvements	Fence and Guardrails	Exterior Creative Playground	7,000	14	107	6,614,428	No
192	Hillcrest	Boyer	Floor Finishes	Tile and Covering	Replace floor tiles on the second floor of the "newer" wing	100,000	14	79	6,714,428	No
262	Mary Hopkins	Story	Plumbing	Gas Fired Water Heaters - Commercial	Install recirculating line and gas hot water heater in the primary wing.	10,000	14	79	6,724,428	No
111	Dundas District	Woodworth	Stairs	Stairs	-modifications needed to staircase railing heights presently 32" need to be 36"	25,000	14	70	6,749,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
588	Westdale	Graves	Interior Construction - Doors	Door Hardware	Lock replacement in entire school	25,000	14	69	6,774,428	No
397	Sanford Avenue	Zajczenko	Plumbing	Piping	Repair or replace piping system	75,000	14	67	6,849,428	No
279	Mount Albion	Coveney	Roads & Parking	Parking Lots - Asphalt	Pave parking lot and provide drainage	100,000	14	59	6,949,428	No
281	Mountain View	Long	Asbestos Abatement - Unspecified	Other	Removal of asbestos panels	150,000	14	50	7,099,428	No
444	Viscount Montgomery	Boyer	Walls	Miscellaneous Block Wall	Brick work	17,000	14	48	7,116,428	No
204	Huntington Park	Maslen	Heating	Boilers - Hot Water and Steam	Install Additional Heating Elements In The Kindergarten Room	6,000	14	43	7,122,428	No
028	Bellmoore	Coveney	Roof Coverings	Shingle and Tile	new tile installed in the gym	15,000	14	41	7,137,428	No
028	Bellmoore	Coveney	Roads & Parking	Driveways	re-pave the rear tarvia play area	30,000	14	41	7,167,428	No
028	Bellmoore	Coveney	Roof Coverings	Shingle and Tile	rooms 1,2,5,12 + computer lab + gym floor	50,000	14	41	7,217,428	No
126	Fernwood Park	Maslen	Heating	Terminal Unit Heaters - Commercial	Install Additional Heating Elements In The Kindergarten Room	11,000	14	40	7,228,428	No
128	Fessenden	Goodale	Specialties	Architectural Specialties		80,000	14	40	7,308,428	No
506	Ancaster High	Goodale	Elevators	Hydraulic		64,000	14	40	7,372,428	No
506	Ancaster High	Goodale	Special Electrical	Communication and Alarm		50,000	14	40	7,422,428	No
506	Ancaster High	Goodale	Walls	Solid Brick Walls		50,000	14	40	7,472,428	No
552	Orchard Park	Long	Specialties	Architectural Equipment	Replace dust collector system in room 159	75,000	14	34	7,547,428	No
030	Bennetto	Wilson	Floor Finishes	Tile and Covering	REPLACE CARPET IN LIBRARY MUSIC RM AND AUD	25,000	14	33	7,572,428	No
564	Sherwood	Maslen	Lighting and Power	Receptacles	UPGRADE WIRING IN COMPUTER LABS, COMMUNICATIONS LAB AND LIBRARY	10,000	14	32	7,582,428	No
564	Sherwood	Maslen	Floor Finishes	Tile and Covering	Replace gym floors--many tiles cracking and floor surface uneven in areas--	100,000	14	32	7,682,428	No
546	Highland	Furter	Roof Coverings	Built Up	Replace roofs in library roof	10,000	14	31	7,692,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
339	Seneca	Zajczenko	Roof Coverings	Built Up	Repair/replace roof over a 2 year period.	275,000	14	30	7,967,428	No
568	Sir Allan MacNab	Goodale	Roof Coverings	Built Up		150,000	14	30	8,117,428	No
105	Dr. J. Edgar Davey	Zajczenko	Floor Finishes	Tile and Covering	Remove and replace flooring in rooms 206, 207 and 208.	30,000	14	28	8,147,428	No
072	C. B. Stirling	Maslen	Site Improvements	Concrete Sidewalks	REPAIR GRADING, WIDTH AND CONDITION OF FRONT ASPHALT WALKWAYS	7,000	14	22	8,154,428	No
464	Sir Wilfred Laurier	McDonald	Roads & Parking	Parking Lots	Add new parking lot	50,000	14	9	8,204,428	No
555	Salfleet	Coveney	Air Conditioning	Rooftop Single Zone	provide air flow to storage areas at track	10,000	14	3	8,214,428	No
084	Central	Graves	Wall Finishes	Paint and Covering	PAINT SCHOOL	12,000	13	148	8,226,428	No
192	Hillcrest	Boyter	Ceiling Finishes	Plaster, Drywall and Acoustical Ceilings	Gym ceiling	50,000	13	79	8,276,428	No
318	Prince of Wales	Zajczenko	Floor Finishes	Tile and Covering	Replace carpet in Music Room	5,500	13	77	8,281,928	No
450	W. H. Ballard	Wilson	Plumbing	Lavatory Systems	Supply and install all new plumbing fixtures and piping in all washrooms for entire school	60,000	13	77	8,341,928	No
111	Dundas District	Woodworth	Floor Finishes	Tile and Covering	retile floor in home ec room v.c.t.	6,000	13	70	8,347,928	No
300	Parkdale	Boyter	Specialties	Furnishings	Replace curtains in the school	8,000	13	53	8,355,928	No
300	Parkdale	Boyter	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum	Window replacement program	70,000	13	53	8,425,928	No
271	Memorial - Ancaster	Goodale	Special Electrical	Communication and Alarm		30,000	13	52	8,455,928	No
281	Mountain View	Long	Roads & Parking	Parking Lots - Asphalt	Pave parking lot	100,000	13	50	8,555,928	No
400	Sheffield	Turner	Selective Costs	Planting and Ground Cover	Move 2 sets of swings and play structure to rear of playground area.	6,000	13	49	8,561,928	No
234	Lake Avenue	McDonald	Site Improvements	Concrete Sidewalks	Repairs to walkways leading from front of school to Lake Avenue	15,000	13	47	8,576,928	No
174	Hampton Heights	Maslen	Heating	Terminal Unit Heaters - Commercial	INSTALL A CEILING MOUNTED HEATER IN BOILER ROOM	7,500	13	45	8,584,428	No
390	Ryckman's Corners	Belanger	Site Improvements	Site Lighting	improve outside lighting	6,000	13	44	8,590,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
172	Grange	Goodale	Site Improvements	Site Irrigation	Field Improvement	15,000	13	43	8,605,428	No
204	Huntington Park	Maslen	Roads & Parking	Parking Lots - Asphalt	RESURFACE PLAYGROUND ASPHALT AND INSTALL GATE TO PREVENT VEHICULAR TRAFFIC	40,000	13	43	8,645,428	No
380	Rousseau	Goodale	Heating	Boilers - Hot Water and Steam	boiler is 41 years old and has had numerous repairs, it is not energy efficient, with inconsistent heat over the past 10 years	100,000	13	41	8,745,428	No
506	Ancaster High	Goodale	Roads & Parking	Parking Lots	turnaround desperately needed Main Entrance East Wing	100,000	13	40	8,845,428	No
506	Ancaster High	Goodale	Special Electrical	Baseboard Radiation - Commercial Duty		12,000	13	40	8,857,428	No
532	Glendale	McDonald	Plumbing	Shower Systems	Replace shower stalls and systems in girls changerooms	10,000	13	39	8,867,428	No
066	Cardinal Heights	Melnychuk	Lighting and Power	Incandescent Fixtures - By Type	increase lighting outside to light portables/ parking lot and entrances	6,000	13	36	8,873,428	No
552	Orchard Park	Long	Roads & Parking	Parking Lots - Asphalt	Repave north parking lot and courtyard area.	200,000	13	34	9,073,428	No
552	Orchard Park	Long	Site Improvements	Masonry Retaining Walls	Repare lower areas of foundation and repoint brickwork.	7,500	13	34	9,080,928	No
552	Orchard Park	Long	Roof Coverings	Built Up	Technical wing roof replacement	175,000	13	34	9,255,928	No
552	Orchard Park	Long	Roads & Parking	Parking Lots - Asphalt	Pave gravel parking lot on south side of property.	100,000	13	34	9,355,928	No
564	Sherwood	Maslen	Floor Finishes	Tile and Covering	REPLACE STAGE FLOOR	7,500	13	32	9,363,428	No
564	Sherwood	Maslen	Special Electrical	Communication and Alarm	SUPPLY AND INSTALL IN HOUSE VIDEO SURVEILLANCE CAMERAS	23,000	13	32	9,386,428	No
572	Sir Winston Churchill	Boyter	Special Electrical	Communication and Alarm	P. A. system	40,000	13	32	9,426,428	No
572	Sir Winston Churchill	Boyter	Floor Finishes	Tile and Covering	Carpet replacement	20,000	13	32	9,446,428	No
546	Highland	Turner	Air Conditioning	Rooftop Multizone Units	Install new rooftop air conditioning for office and upgrade existing unit for science complex.	20,000	13	31	9,466,428	No
350	R. A. Riddell	Zelczenko	Selective Costs	Planting and Ground Cover	Enlarge playground.	15,000	13	27	9,481,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
350	R. A. Riddell	Zajczenko	Ceiling Finishes	Plaster, Drywall and Acoustical Ceilings	Inspect and repair exhaust fan units.	8,000	13	27	9,489,428	No
555	Saltfleet	Coveney	Air Conditioning	Rooftop Single Zone	air condition computer lab	10,000	13	3	9,499,428	No
532-P31	Glendale - Portable 31	McDonald	Selective Costs	Demolition	Replace Portable Classroom	20,000	12	1999	9,519,428	No
270	Memorial - Hamilton	McDonald	Roads & Parking	Parking Lots - Asphalt	Enlarge parking area to the north and the south	25,000	12	81	9,544,428	No
270	Memorial - Hamilton	McDonald	Roads & Parking	Parking Lots - Asphalt	Grade and resurface play lot	50,000	12	81	9,594,428	No
524	Delta	Wilson	Special Electrical	Chimney Vents	REPAIR EXHAUST SYSREM FOR AUDITORIUM VENTILATION SYSTEM	15,000	12	75	9,609,428	No
588	Westdale	Graves	Roof Coverings	Built Up	Phase 1 of roofing repairs	400,000	12	69	10,009,428	No
397	Sanford Avenue	Zajczenko	Floor Finishes	Tile and Covering	Replace carpeting in JK/SK classroom (Rooms 101 & 102)	6,000	12	67	10,015,428	No
300	Parkdale	Boyer	Plumbing	Urinal Systems	Upgrade the plumbing fixtures of the school	75,000	12	53	10,090,428	No
300	Parkdale	Boyer	Wall Finishes	Paint and Covering	Plaster and paint classes and halls	60,000	12	53	10,150,428	No
271	Memorial - Ancaster	Goodale	Roof Coverings	Built Up		10,000	12	52	10,160,428	No
271	Memorial - Ancaster	Goodale	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum		10,000	12	52	10,170,428	No
480	Woodward	Boyer	Roads & Parking	Parking Lots - Angle Parking	Driveway and Parking lot	50,000	12	48	10,220,428	No
280	Mount Hope	Coveney	Heating	Terminal Unit Heaters - Commercial	uni-vents need an overhall	20,000	12	47	10,240,428	No
090	Chedoke	Belanger	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum	Replace remaining windows.	30,000	12	42	10,270,428	No
246	Linden Park	Belanger	Heating	Boilers - Hot Water and Steam	Install an atmospheric boiler	75,000	12	42	10,345,428	No
028	Bellmoore	Coveney	Plumbing	Water Closets, Group	Septic review	50,000	12	41	10,395,428	No
128	Fessenden	Goodale	Roof Coverings	Built Up		20,000	12	40	10,415,428	No
506	Ancaster High	Goodale	Service and Distribution	High Voltage Shielded Conductors		100,000	12	40	10,515,428	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
506	Ancaster High	Goodale	Service and Distribution	Electric Service	replace main underground electric service cables West Wing	90,000	12	40	10,605,428	No
506	Ancaster High	Goodale	Roads & Parking	Parking Lots - Asphalt	repave parking lot	200,000	12	40	10,805,428	No
384	Roxborough Park	Boyer	Floor Finishes	Tile and Covering	Carpet replacement	40,000	12	39	10,845,428	No
532	Glendale	McDonald	Roads & Parking	Parking Lots - Asphalt	Resurface asphalt parking lot	50,000	12	39	10,895,428	No
366	Ridgemount	Belanger	Roads & Parking	Parking Lots - Angle Parking	resurface the asphalt playground	5,200	12	38	10,900,628	No
162	Glen Echo	McDonald	Ceiling Finishes	Plaster, Drywall and Acoustical Ceilings	Strap and drywall gymnasium ceiling	15,000	12	37	10,915,628	No
198	Holbrook	Goodale	Air Conditioning	Rooftop Single Zone	bricks are spaulding and crumbling in numerous areas of outside walls	10,000	12	37	10,925,628	No
348	Queen Victoria	Bottrell	Roads & Parking	Parking Lots	Increase parking lot aby approximately 12 spaces	6,000	12	35	10,931,628	No
474	Westwood	Belanger	Walls	Brick Face Composite Wall	bricks are spaulding and crumbling in numerous areas of outside walls	90,000	12	35	11,021,628	No
552	Orchard Park	Long	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum	Window upgrade	25,000	12	34	11,046,628	No
306	Pauline Johnson	Melnychuk	Roof Coverings	Built Up	repair/replace roof	100,000	12	32	11,146,628	No
572	Sir Winston Churchill	Boyer	Roads & Parking	Parking Lots - Asphalt	Reasphalt the parking lot	50,000	12	32	11,196,628	No
106	Dr. John Seaton	Turner	Air Conditioning	Rooftop Single Zone	Install rooftop air conditioning for computer lab and office complex.	20,000	12	31	11,216,628	No
405	Sir Isaac Brock	Boyer	Floor Finishes	Tile and Covering	Replace the carpeting in the library and pods	50,000	12	30	11,266,628	No
105	Dr. J. Edgar Davey	Zajczenko	Asbestos Abatement - Unspecified	Other	Removal of asbestos materials from ceiling space.	41,824	12	28	11,308,453	No
555	Saltfleet	Coveney	Specialties	Special Construction	barrier to observatory	15,000	12	3	11,323,453	No
006	Adelaide Hoodless	Zajczenko	Lighting and Power	Flourescent Fixtures - By Type	Replace existing lighting in both gyms.	15,000	11	87	11,338,453	No
228	King George	Zajczenko	Air Conditioning	Rooftop Single Zone	Install air conditioning units in Main Office and Principal's Office	6,000	11	87	11,344,453	No
372	Robert Land	Zajczenko	Air Conditioning	Rooftop Single Zone	Install air conditioners in Library/Computer Lab, Writing to Read Room and Administrative Area	16,000	11	85	11,360,453	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
192	Hillcrest	Boyter	Roof Coverings	Built Up	Roof replacement	100,000	11	79	11,460,453	No
318	Prince of Wales	Zajcenko	Heating	Boilers - Hot Water and Steam	Repair or replace vacuum pump system on heating system.	40,000	11	77	11,500,453	No
260	Lynden	Turner	Special Electrical	Communication and Alarm	Install PA system as school has none at present.	7,000	11	73	11,507,453	No
271	Memorial - Ancaster	Goodale	Partitions	Plaster Partition Components		10,000	11	52	11,517,453	No
271	Memorial - Ancaster	Goodale	Heating	Boilers - Hot Water and Steam		30,000	11	52	11,547,453	No
400	Sheffield	Turner	Site Improvements	Fence and Guardrails	Put up fence for JK by existing play area.	8,000	11	49	11,555,453	No
288	Norwood Park	Belanger	Floor Finishes	Tile and Covering	replace floor tile (vinyl) in gymnasium	120,000	11	45	11,675,453	No
390	Ryckman's Corners	Belanger	Site Work	Drainage and Sewerage	Connect school to city sewage system.	50,000	11	44	11,725,453	No
090	Chedoke	Belanger	Wall Finishes	Paint and Covering	Repair plaster on pillars located on outside walls of classrooms. Repaint pillars	20,000	11	42	11,745,453	No
128	Fessenden	Goodale	Floor Finishes	Tile and Covering		10,000	11	40	11,755,453	No
128	Fessenden	Goodale	Floor Finishes	Tile and Covering		10,000	11	40	11,765,453	No
506	Ancaster High	Goodale	Special Electrical	Communication and Alarm		50,000	11	40	11,815,453	No
048	Buchanan Park	Bottrell	Plumbing	Five Fixture Bathrooms	Renovation to boys washroom	6,000	11	39	11,821,453	No
048	Buchanan Park	Bottrell	Plumbing	Five Fixture Bathrooms	Renovation to girls washroom	6,000	11	39	11,827,453	No
240	Lawfield	Melnychuk	Special Electrical	Communication and Alarm	upgrade fire alarm and emergency lighting	30,000	11	38	11,857,453	No
198	Holbrook	Goodale	Windows and Glazed Walls	Windows - Wood, Steel and Aluminum		70,000	11	37	11,927,453	No
552	Orchard Park	Long	Ceiling Finishes	Acoustical Ceilings	Replace ceiling tiles in all lower and upper hall ceilings	10,000	11	34	11,937,453	No
282	Mountview	Maslen	Lighting and Power	Receptacles	UPGRADE OF COMPUTER LAB ROOM 7--	10,000	11	32	11,947,453	No
572	Sir Winston Churchill	Boyter	Roof Coverings	Built Up	Replace the roof of the school	225,000	11	32	12,172,453	No

School Number	School Name	Supervisor	System	Component	Details	Current Year Cost	Technical Priority	School Age	Cumulative Budget	Approved
925	Education Centre	Bottrell	Heating	Boilers - Hot Water and Steam	Install Automatic Chemical Feed Treatment and Boiler Blowdown System	6,000	11	32	12,178,453	No
014	Ancaster Senior	Goodale	Roof Coverings	Built Up		30,000	11	31	12,208,453	No
014	Ancaster Senior	Goodale	Site Improvements	Brick and Tile Plazas		6,000	11	31	12,214,453	No
014	Ancaster Senior	Goodale	Floor Finishes	Tile and Covering		10,000	11	31	12,224,453	No
014	Ancaster Senior	Goodale	Interior Construction - Doors	Interior Doors and Frames		10,000	11	31	12,234,453	No
014	Ancaster Senior	Goodale	Roads & Parking	Parking Lots - Asphalt		20,000	11	31	12,254,453	No
106	Dr. John Seaton	Turner	Special Electrical	Communication and Alarm	Replace obsolete exit lights with new units.	10,000	11	31	12,264,453	No
436	Vern Ames	Melnychuk	Service and Distribution	Electric Service	provide wiring and air conditioning for computer lab	8,000	11	30	12,272,453	No
568	Sir Allan MacNab	Goodale	Floor Finishes	Tile and Covering		10,000	11	30	12,282,453	No
570	Sir John A MacDonald	Graves	Air Conditioning	Rooftop Single Zone	DARKROOM EXHAUST	6,000	11	30	12,288,453	No
193	Hillsdale	Boyter	Lighting and Power	Miscellaneous Power	Computer room power	7,000	11	28	12,295,453	No
193	Hillsdale	Boyter	Roof Coverings	Built Up	Roof replacement	100,000	11	28	12,395,453	No
072	C. B. Stirling	Maslen	Lighting and Power	Receptacles	TO CHANGE OVER THE DESIGN AND TECHNOLOGY TO A COMPUTER LAB PENDING PAT GILLIE'S APPROVAL	15,000	11	22	12,410,453	No
B_HIGH Priority Total:						7,711,047				
Institution						12,410,453				

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#6

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Banking Proposal

Recommended Action:

Moved by: _____

That the proposal from the Canadian Imperial Bank of Commerce for banking services be approved for the five year period ending June 30, 2004.

Rationale:

In accordance with the recommendations approved by the Local Education Improvement Committee, a request for proposal for banking services has been issued. A selection committee consisting of the Manager of Finance, the Manager of Purchasing and the Accounting Analyst reviewed and evaluated the responses. The proposals received were short-listed. The two short-listed banks were asked to give a short presentation of their products and services. The Superintendent of Business and Treasurer also attended the presentations.

Each of the banks were professional, offered the Board alternative strategies for meeting its credit and investment needs, were familiar with the needs of the Education sector and provided information on services available to meet the Board's needs. Each of the two banks short-listed has dealt with the Board previously and is able to provide similar services.

The selection committee recommends the Canadian Imperial Bank of Commerce for the following reasons:

- lower cost of borrowing
- credit line flexibility
- key contact familiar with Board
- knowledge of Board's business



IP/GdeJ
1999-06-09

cc: Irene Polidori, Manager of Finance

#7

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Auditor Selection Process

Recommended Action:

Moved by: _____

That the Board approve the June 17, 1999 selection process for determining the Board's auditor.

Rationale:

The Chartered Accounting firm that provided auditing services for the former Hamilton Board was MacGillivray Partners. The Chartered Accounting firm that provided auditing services for the former Wentworth Board was Grant Thornton. Each of these firms have been performing the relevant auditing services in excess of twenty-five years.

The Local Education Improvement Committee recommended and the Board approved the utilization of the services of both of the Chartered Accounting firms of the former boards for the initial 1998 stub year ended August 31, 1998. The Local Education Improvement Committee further recommended that a request for proposal be issued to select auditors for the new district school board. Accordingly, it is anticipated that a request for proposal will be issued with a dead line date for responses of July 6, 1999.

Recommended Selection Process:

- administration prepare summary of proposals received and short-list the number of candidates
- establish a selection committee of administration and trustees to evaluate the firms short-listed and prepare recommendation for board consideration.

It is anticipated that the recommendation concerning the selection of the Board's auditor will be presented at the first Board meeting at the end of the summer. The selection committee will likely complete the evaluation process by the end of July. Trustee representation on the selection committee of at least 2-3 members is respectfully requested.



#8

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Proposed Elementary School - Waterdown

Recommended Actions:

Moved by: _____

1. That the Board approve the construction of a new elementary school on the Parkside Drive site in Waterdown at a total project cost not to exceed \$7,500,000 to be funded from the Proceeds of Dispositions Reserve Fund.
2. That the Board approve the design of the proposed new elementary school in Waterdown as presented by Graff Architect Incorporated.

Rationale:

As approved by the Board, Graff Architect Incorporated has been engaged in order to proceed with the design of the new elementary school proposed for Waterdown. Accordingly, the following information has been prepared for trustee consideration by the architect, Maurice Graff:

- artist rendering of the school
- program details
- site plan
- floor plans

Executive Council has established a building committee comprised of Ken Bain, Tony Cupido and Don Grant to work with Maurice Graff and oversee the project. The Building Committee and Executive Council have reviewed and approved the attached design.

The total project cost is estimated as follows:

* Construction cost	5,900,000
* Permits, fees, survey, soil test, legal, etc	550,000
** Furniture and equipment	<u>1,050,000</u>
	<u>7,500,000</u>

- * Per Graff Architect report dated April 14, 1999
- ** Estimate based on MET new pupil place grant

Also attached is a critical time schedule that identifies the date by which key tasks must be accomplished in order to preserve the opportunity of a September 1, 2000 opening. According to this critical path, it is essential that the design phase be completed and preparation of the detailed construction documents be initiated no later than June 30, 1999. In order to initiate preparation of the detailed construction documents approval of the school design is required. Approval of the foregoing recommended actions will enable administration to proceed with the project. However, construction will not begin until Board approval of the contract for a general contractor is received. It is anticipated that Board approval for such a contract will be sought in either September or October of 1999.

Maurice Graff will be in attendance at the June 17, 1999 Business Committee meeting to present the design of the proposed elementary school and answer trustee questions.

DG/GdeJ
1999-06-11

attach.



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WATERDOWN ELEMENTARY SCHOOL

CRITICAL TIME SCHEDULE FOR SCHOOL OPENING BY SEPTEMBER 1st, 2000

ID	Task Name	Qtr 2, 1999			Qtr 3, 1999			Qtr 4, 1999			Qtr 1, 2000			Qtr 2, 2000			Qtr 3, 2000			Qtr 4, 2000	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1	DESIGN																				
2	CONSTRUCTION DOCUMENTS																				
3	SITE PLAN APPROVAL																				
4	TENDERING																				
5	BUILDING PERMIT REVIEW																				
6	CONSTRUCTION																				
7	FURNITURE INSTALLATION & FINAL CLEANING																				

8-2

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Cold Drinks Vending Machines Proposal

Recommended Action:

Moved by: _____

That the Board approve the proposal received from Pepsi-Cola Canada Beverages for a five-year contract regarding cold drinks vending machines.

Rationale:

Vending machines are located in most, if not all, Board buildings. In order to assess the potential benefits that may be derived from a Board-wide contract regarding vending machines a request for proposals (RFP) was developed and circulated.

Basic Concept:

Develop an RFP to allow interested parties to submit a proposal to provide a full-service (vendor fills and services machine), Board wide, vending program. The successful bidder would be granted the exclusive rights to install and service cold drink vending machines at all Board schools. In addition, the school Principal would support exclusive sales (where applicable) of the product line from the selected vendor for all over the counter (cafeteria) and tuck shop sales.

Process:

- a workgroup comprised of elementary and secondary Principal representatives, a student council representative and purchasing was established
- the workgroup met with providers to understand the dynamics of the marketplace
- the workgroup agreed that there may be a benefit to enter into a Board-wide arrangement and an RFP was warranted to assess this statement
- the purchasing department developed and issued an RFP to five firms that provide vending services
- two firms responded to the RFP
- the workgroup met to evaluate the proposals received
- the workgroup established the "top choice" vendor
- Principal representatives consulted with their respective groups to assess support in the system for the recommended proposal

PROS of Board Wide, Exclusive Contract

- increased revenues to all schools
- equal opportunities for revenue at all schools
- one contract, administered centrally
- central contract will offer better protection concerning liabilities, responsibilities, etc
- principals will be freed from spending time reviewing vendors, options, etc.

The Elementary and Secondary Principals and Executive Council support the Pepsi-Cola proposal. Attached is a schedule providing an overview of the Pepsi-Cola proposal.



DG/GdeJ
1999-06-11

attach.

cc: Michael Burjaw, Manager of Purchasing

Overview of Proposal Received from Pepsi-Cola Canada Beverages

GENERAL

- five year term, beginning September 99
- where applicable, schools will honour existing contracts with other vendors
- the program is optional, no school is required to take equipment
- Principal has control over:
 - revenue structure
 - prices charged
 - product available (i.e., water, sports drinks, juice, pop, cola)
 - placement of vendors
 - number of vendors
 - Fascia on vendors
- milk excluded from contract
- vendors product to be available at cafeteria and tuck shop operations
- vendor does not advertise themselves as a Board partner
- commitments and guarantees in place to ensure service levels
- termination available due to poor performance
- all equipment to be new and supplied at no charge
- vendor ensures safety of all school residents through secure fastening of equipment

ADDITIONAL

- contract provides for a more focused liaison with the existing programs provided by the Hamilton Tiger Cats and the Hamilton-Wentworth Police Force. Focus on safety, reading, stay in school-stay off drugs, violence prevention. Player visits to schools from a group of 3 or 4 players dedicated to the school program.
- Scholarship program in co-operation with the B'nai B'rith organization. Annual scholarship fund of \$40,000, Board, principals, students, teachers, B'nai B'rith and vendor to form scholarship committee. Intend some of the funds be set aside to fund a "trust" for ongoing scholarships
- Commitment from vendor to customize the vendor fascia with "school oriented" photos and school logos.
- special marketing promotions designed for, and exclusive to the Board.
- vendor sponsorship and participation in school events, (i.e. grad days, play days, back to school etc.)
- vendor to hire a 3rd party firm to survey participating schools to ensure complete satisfaction of all parties
- vendor will provide customized beverage recycling containers for all schools
- vendor to provide each school cafeteria a double door cooler at no cost
- performance bonus available on a board-wide and individual school basis
- vendor has extensive experience in the school marketplace

Financial:

Secondary School

Option 1
\$6.00 per student - 45% Commission

Option 2
\$2.00 per student - 60% Commission

Middle School

Option 1
\$3.00 per student - 45% Commission

Option 2
\$1.00 per student - 60% Commission

Junior School

Option 1
\$1.50 per student - 45% Commission

Option 2
\$0.50 per student - 60% Commission

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier, Director of Education and Secretary

From: Don Grant, Chair of the Year 2000 Committee

Re: Update: Year 2000 Readiness

Recommended Action:

Moved by: _____

That the update report regarding Year 2000 readiness be received for information.

Rationale:

The Year 2000 Committee is pleased to provide information regarding Year 2000 readiness activities from the last update report provided in February, 1999.

Issues to Address

Attached is a listing of issues that the Year 2000 committee is tracking. Status of each issue is indicated.

Contingency Plan

As directed by the Board, the committee is developing a contingency plan that will address the period immediately following the Year 2000 threshold. Attached is a copy of the plan that has been developed to date.

Computer Pilot Test

In order to assess the potential for personal computer related year 2000 problems the committee determined to test two school sites: Burkholder Middle School and Ancaster High School. The Principals of these two schools agreed to the testing plan. Attached is a copy of the pilot test objectives and results. At this point in time, the committee is satisfied that no additional sites need to be subjected to this level of scrutiny.

Ministry Funding

The Ministry has announced the following total provincial funding available to address Y2K health and safety issues:

- \$7.5 million for carrying out a Y2K inventory and assessment. The Ministry allocation to The Hamilton Wentworth District School Board is equal to \$194,174.
- \$17.0 million for Y2K remediation and preparation of contingency plans. School boards must submit applications for an allocation from this funding source. Attached is a copy of the applications submitted.

DG/GdeJ
1999-06-11

attach.



10-1

The Hamilton-Wentworth District School Board

Year 2000 Readiness
Issues to Address

Responsibility	Issue	Status	Completed
Larry McDonald	Mainframe computer equipment and operating systems: IBM ES9000 Digital microvax	-being upgraded	
		-majority of parts Y2K compliant, Vax Open VMS v6.1 needs upgrade to v6.2	
Larry McDonald	Internet routers: ▶ prepare listing of routers indicating location, vendor, model and quantity ▶ request vendor to confirm if any Y2K issues exist	Vendor is investigating Cisco all compliant	✓ ✓
Tony Cupido	Building automation systems ▶ prepare description of what a building automation system is ▶ prepare listing of systems indicating location and type ▶ request manufacturer to confirm if any Y2K issues exist ▶ for Y2K issues identified note plan/timeline to address	Report received from Johnson Controls indicates that a number of systems need to be upgraded. Honeywell has indicated that their systems are Y2K compliant.	✓ ✓
Michael Burjaw	Intercom systems and School Automatic Clocks: ▶ request vendor(s) to confirm if any Y2K issues exist	Vendor's response: Although no one can give assurances that all problems that may be caused by the century date change have been eliminated or will not occur, Dukane continues to review its internal systems and services and continues to work with suppliers to become reasonably sure that the century date change will not adversely affect their ability to continue to provide you with quality products and service.	✓

Responsibility	Issue	Status	Completed
Michael Burjaw	Telephone systems: ▸ prepare listing of systems indicating location, vendor, model and quantity ▸ request vendor(s) to confirm if any Y2K issues exist ▸ request Bell Canada to confirm if any Y2K issues exist	J & D Systems has evaluated the telephone systems and no problems are anticipated. A letter from Bell Canada indicates that WDHS may need an upgrade to part of their system. Application has been made to MET for funding.	✓ ✓
Tony Cupido	Elevators: ▸ prepare listing of systems indicating location, vendor, model and quantity ▸ request vendor(s) to confirm if any Y2K issues exist	Pursuing assessment.	
Michael Burjaw	Postage meters ▸ prepare listing of systems indicating location, vendor, model and quantity ▸ request vendor(s) to confirm if any Y2K issues exist	Inventory listing to be provided next meeting.	
Tony Cupido Michael Burjaw Both	Security systems: ▸ prepare listing of security systems indicating location and vendor - City ▸ prepare listing of security systems indicating location and vendor - County ▸ request vendor(s) to confirm if any Y2K issues exist.	Application submitted to MET for funding for upgrade. County checked - no problems. Vendor confirmed.	✓ ✓
Larry McDonald	Computer systems (in-house) ▸ prepare listing of systems	Complete. No major issues with in-house systems.	✓
Larry McDonald	Computer systems (purchased) ▸ prepare listing of systems ▸ Library systems	Complete. City A/V booking system issues resolved. Not Y2K compliant. If money available, new system needed for city & county. Application submitted to MET for funding.	✓

Responsibility	Issue	Status	Completed
Tony Cupido	Fire Alarms - prepare listing of systems indicating location, vendor, model and quantity - request vendor(s) to confirm if any Y2K issues exist	Correspondence sent, responses received to date positive - no Y2K issue.	✓
Tony Cupido	Union Gas request Union Gas to confirm if any Y2K issues exist	Letter sent. Response affirmative - no Y2K problem.	✓
Tony Cupido	Hydro request hydro suppliers to confirm if any Y2K issues exist	Letter sent to area hydro suppliers. Responses affirmative - no anticipated Y2K problem.	✓
Tony Cupido	Regional Municipality of Hamilton-Wentworth request water suppliers to confirm if any Y2K issues exist	Letter sent.	✓
Desktop computers and board-wide software applications:			
Larry McDonald	Software programs: - Personal computer hardware - Word Processing - Spreadsheet - Electronic mail	- no concern - no concern - no concern - no known problem	✓ ✓ ✓ ✓
Michael Burjaw	connect with provincial school board group assessing this issue	Group does not exist. Page on MET website.	✓
Michael Burjaw	- verify that 85 - 90% equipment is either IBM or Choice 2000 - request IBM and Choice 2000 to confirm if any Y2K issues exist	Yes. Documentation to be provided verifying.	✓
Larry McDonald	- basic testing of Microsoft application products - basic testing of Corel suite products - prepare description of basic testing undertaken	Completed Completed In progress	✓ ✓
	individual Managers/employees must take responsibility to assess and address specific applications they have developed that are date-sensitive, i.e. the use of dates in a spreadsheet calculation.	Message conveyed at 02/17/99 Managers' Cabinet and in a newsletter to be distributed.	

The Hamilton-Wentworth District School Board

Year 2000 Contingency Plan

1. Within 24 hours immediately following midnight December 31, 1999, each building shall be checked for heat, hydro, water and dial tone. All Area Supervisors will perform these checks and a maintenance crew will be on stand-by in case of problems. The Superintendent of Plant Services will determine the make-up of the maintenance crew and provide a list of specific items to be checked in each school. As well, a letter will be sent to contractors notifying them to be on stand-by for emergency repairs over the weekend.
2. January 3 - all schools to be checked for non-life threatening items such as phones, computers, p.a. system and fax machines. The Technical Support Services Supervisor will ensure that school servers are checked and that the computer technicians will be on stand-by to correct any problems.

Each school should have an emergency phone line.
3. If for some reason hydro cannot provide service, then the system would be shut down, as in a snow/inclement weather situation.

June 1, 1999

The Hamilton-Wentworth District School Board
Technical Support Services

Plan for testing Y2K compliance of school computers.

Pilot test two schools: Burkholder Middle School and Ancaster High School

Pilot Objectives:

The testing will require two phases that will be executed at the test site(s) at a time when there are no students or teachers using systems.

Phase 1:

- Execute the testing software on all computers and servers.
- Create documentation of the test results for every machine and mark all machines that have passed the test successfully.
- Repair and retest all machines that can be repaired by upgrading system bios.
- Mark machines with passing grade.

Phase 2:

- Physically change the date on all machines to a time past January 1st, 2000 and test for correct operation of all software including access to the Internet, E-mail and printer. Document all test results and return all dates to normal.

All resulting documentation delivered to the Y2K committee for review no later than May 31, 1999.

The Hamilton-Wentworth District School Board

Computer Services

Results of Y2K testing at Ancaster High and Burkholder Middle Schools

On May 16th, 1999 two teams of technicians visited the schools to execute the plan for testing and verifying the Y2K plan recently approved by the Y2K committee. The summary of this exercise is below.

Computers that passed the Industry Canada Y2K test completely:

All Pentium workstations
All school servers

Computers that will require manual change of the system clock:

All 486 workstations of the DX2-33 or DX4-100 variety

Computers that do not pass the Industry Canada Y2K test:

All 286, 386 and 486 SX or DX

This testing involved models from several companies and many models but the results for all were the same. It should be noted that the type of processor is typically a good indicator of the age of the machine.

Results of artificially changing the date and testing systems:

The systems attached to network servers that did not pass the Industry Canada Y2K test, successfully used the server date. This date is set during the logon process and sets the operating system date. The BIOS date on these systems does not effect the operation of the software or the machine. The technicians encountered no operational problems with any equipment new or old. They tested printing, E-mail, Internet access and the software installed on the machines.

Note:

Any equipment used in a stand-alone (i.e. not connected to the network) situation that is a 486 SX/DX or older machine may result in some operational issues. Users should be cautious of files created on these older machines since date stamping on files could be incorrect. Any software using date fields on these machines such as databases or spreadsheets could create problems if data is transferred to other systems.

Conclusion:

Ancaster High School provided a good cross-section of personal computers (PCs) of varying ages and Burkholder Middle School was consistent with more recent acquisitions. Based on the testing results at both of these sites, it is not deemed necessary to perform further system-wide testing.

Further research into operating systems and software packages indicated some Y2K compliance issues:

Windows products have patches and upgrades available for Y2K issues (Windows NT, Windows '98, Windows '95, Windows 3.1, and Windows for Workgroups)

Windows 3.1 has one minor date issue that will not present any problems for our schools.

Software programs that are not Y2K compliant (that could be currently installed in some schools)

Access 2.0

Office Professional 4.xx

Visual Basic Standard 1.0, 2.0, 3.0 or 4.0

Word 5.0 DOS

Works 3.0, Works 4.5

MS-DOS below version 5.0

However, the software applications that are licensed and supported by the Board are Y2K compliant.

FORM A - Estimated Remediation Costs Re: Health and Safety Systems

Board Name and Address: The Hamilton-Wentworth District School Board

Board Y2K Contact Name and Phone #: Michael Burjaw, Manager of Purchasing, (905) 527-5092, ext. 2260

Type	Number of Schools Requiring Remediation		Overall Projected Completion Date			Estimated Health and Safety Remediation Costs (\$000s)
	Elementary	Secondary	Inventory & Assessment	Conversion and Testing	Implementation	
Health and Safety Systems						Health and Safety Remediation Costs
Fire detection and suppression systems						
Building automation systems						
Heating, ventilation and air conditioning systems						
Telecommunications/fax systems		1	July 99	Aug 99	Sept/99	14,000
Security Systems						
Energy management/temperature control systems						
Water and waste systems						
Lighting systems						
Elevator and escalator control systems						
Systems in food preparation areas						
Other related systems that ensure a healthy and safe environment (please specify): Intercoms/School Clocks	2	1	July 99	Aug 99	Sept 99	1,500
Cost for preparation of Year 2000 contingency plan						
				TOTAL (\$000s)		15,500

If you have any questions, please contact David J. Schouler at (613) 225-9210 ext 114, fax (613) 225-2881

Return completed form no later than May 31, 1999 to
 David J. Schouler
 Y2K Elementary/Secondary Sector Lead
 Ministry of Education and Training
 800 Bay Street, 5th Floor, Mowat Block
 Toronto, ON M7A 1L2

Michael Burjaw

Director of Education

May 28, 1999
Date

10-8

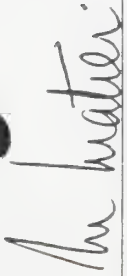
FORM A - Estimated Remediation Costs Re: Health and Safety Systems

Board Name and Address: The Hamilton-Wentworth District School Board

Board Y2K Contact Name and Phone #: Don Grant, Superintendent of Business and Treasurer, (905) 527-5092, ext. 2200

Type	Number of Schools Requiring Remediation		Overall Projected Completion Date			Estimated Health and Safety Remediation Costs (\$000s)
	Elementary	Secondary	Inventory & Assessment	Conversion and Testing	Implementation	
Health and Safety Systems						
Fire detection and suppression systems						
Building automation systems						
Heating, ventilation and air conditioning systems						
Telecommunications/fax systems (Novell Servers)		5	completed	July/99	Sept/99	70,000
Security Systems						
Energy management/temperature control systems						
Water and waste systems						
Lighting systems						
Elevator and escalator control systems						
Systems in food preparation areas						
Other related systems that ensure a healthy and safe environment (please specify): Audio Visual Booking System Library Automation Systems IBM Upgrade VAX Upgrade	114	19	June 99	July 99	Sept 99	40,000
	114	19	Oct/99	May/00	July/00	1,250,000
			Sept/99	Oct/99	Nov/99	60,000
			Sept/99	Oct/99	Nov/99	6,000
Cost for preparation of Year 2000 contingency plan						
				TOTAL (\$000s)		1,426,000

Return completed () later than May 31, 1999 to
David J. Schouler
Y2K Elementary/Secondary Sector Lead
Ministry of Education and Training
900 Bay Street, 5th Floor, Mowat Block
Toronto, ON M7A 1L2


Director of Education

May 28, 1999
Date

10-10

Revised

Board Name and Address: The Hamilton-Wentworth District School Board

Board Y2K Contact Name and Phone #: Tony Cupido, Superintendent of Plant Services, (905) 527-5092, ext. 2203

Type	Number of Schools Requiring Remediation		Overall Projected Completion Date			Estimated Health and Safety Remediation Costs (\$000s)			
	Elementary	Secondary	Inventory & Assessment	Conversion and Testing	Implementation	Health and Safety Remediation Costs			
						Testing			
						E	S	E	S
Health and Safety Systems									
Fire detection and suppression systems	25	8	complete	summer 99	summer 99	2,500	1,600	25,000	16,000
Building automation systems	9	4	complete	July-Oct/99	Oct/99	--	--	199,000	35,000
Heating, ventilation and air conditioning systems		3	July/99	Aug/99	Oct/99	--	--		5,000
Telecommunications/fax systems									
Security Systems	115	19	complete	Aug/99	Sept/99	5,800	1,900	6,000	2,000
Energy management/temperature control systems	9	4	see B.A.S.	see B.A.S.					
Water and waste systems	---	---							
Lighting systems	5	2	July/99	July/99	Aug/99	500	400	1,000	1,000
Elevator and escalator control systems	0	7	summer 99	summer 99	fall 99	0	3,500	0	7,000
Systems in food preparation areas									
Other related systems that ensure a healthy and safe environment (please specify): PA Systems	34	8	July/99	Aug/99		3,400	1,600	34,000	16,000
Cost for preparation of Year 2000 contingency plan								50,000	40,000
									\$458,200

If you have any questions, please contact David J. Schoular at (613) 225-9210 ext 114, fax (613) 225-2881

Return completed form no later than May 31, 1999 to

David J. Schoular
 Y2K Elementary/Secondary Sector Lead
 Ministry of Education and Training
 900 Bay Street, 5th Floor, Mowat Block
 Toronto, ON M7A 1L2



Director of Education

May 31, 1999

Date

#11(2)

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Procurement Policy

Recommended Action:

Moved by: _____

That the draft Procurement Policy dated June 8, 1999 be approved.

Rationale:

The attached draft Procurement Policy was approved by the Joint Advisory Committee on June 8, 1999. The excellent foundation work of the Procurement Policy Committee was recognized by members of the Joint Advisory Committee.



DG/GdeJ
1999-06-09

attach.

HAMILTON-WENTWORTH
DISTRICT SCHOOL
BOARD

Policy No. 0.00

PROCUREMENT POLICY

Date Approved: 1999 00

Projected Review Date: 2000 00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to support a central Purchasing Department as a means of obtaining maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles.

RESPONSIBILITY: The Superintendent of Business and Treasurer.

OPERATING PROCEDURES:

In order to implement the procurement policy, the Manager of Purchasing, under the authority of the Superintendent of Business and Treasurer, will adopt and practice recognized purchasing procedures in accordance with the following Operating Procedures.

1) Advertising Procedures

- (a) The Board will place an annual general advertisement in the Hamilton Spectator, inviting companies to register their intent to quote on goods and services that may be required by the Board in the upcoming year.
- (b) The response from this advertisement will be combined with a bidders list, which might already exist, and at the appropriate time of calling Tenders or Proposals, these companies will be contacted.
- (c) Construction and Demolition Tenders valued at over \$100,000 will be advertised in the Daily Commercial News.
- (d) Request for Tenders and Request for Proposals, valued at over \$100,000 will be posted on nationally accessible electronic bulletin boards.

2) Requisitioning Procedure

- (a) The originating school or department forwards to the Purchasing Department, an authorized requisition with all necessary specifications and/or drawings.
- (b) Where required, the Purchasing Department will incorporate the specifications into an appropriate bidding document ensuring that all appropriate terms and conditions are noted.

- (c) The Purchasing Department shall send out the bid document, receive bids, record bid information and pass all relevant information to the requisitioner.
 - (d) Where the lowest tendered bid that meets the required specifications is not recommended, the Manager of Purchasing will notify the Superintendent of Business and Treasurer of the reason for rejection of the lowest bid. The Superintendent of Business and Treasurer may then seek the approval of the Business Committee before any further action is taken.
 - (e) If required, Purchasing may proceed with a Request for Information or Invitation to Pre-Qualify prior to soliciting bids.
- 3) All purchases are to be made based upon the following limitations (before taxes):
- (a) A purchase with an estimated value less than \$100 should be purchased directly through petty cash. Purchase Orders will not be issued. A purchase valued between \$101 and \$350 may be purchased directly through petty cash or through a purchase requisition.
 - (b) A purchase with an estimated value from \$351 to \$5,000 will be processed via the issuance of a purchase order by the Purchasing Department.
 - (c) A purchase with an estimated value from \$5,001 to \$50,000 will be processed via the issuance of a purchase order based on the solicitation by the Purchasing Department of a minimum of three written quotations.
 - (d) A purchase with an estimated value over \$50,000 will be processed via the issuance of a purchase order based on the Purchasing Department completing a Request for Tender or Request for Proposal process.
- 4) All tenders and proposals will remain sealed until the closing time specified. Where practical, tenders will be opened in public by the Purchasing Manager or designate, shortly after the closing time specified. If a tender is not opened in public, a summary of tender results will be made available.
- 5) In case of emergencies, the Board has the authority to obtain goods or services in the most expedient manner regardless of the amount. For the purpose of this policy, emergencies are defined as circumstances or situations which may result in the shutdown of a school, have potential health or safety concerns, or could result in undue financial loss. When an emergency situation exists, the Director of Education (or designate) will inform the Chair of the Board regarding the action taken.
- 6) Commonly required goods and services may be grouped together and awarded through the use of blanket contracts, service agreements or pre-qualification processes.
- 7) Single and sole sourcing shall be used only in narrowly defined circumstances, such as:

- (a) To ensure compatibility with existing products, to protect exclusive rights such as copyright, patents or exclusive licences, or to maintain specialized equipment that must be maintained by the manufacturer or its representative;
- (b) Where there is no response to a call for tenders or proposals;
- (c) Where the supply of goods or services is controlled by a supplier that is a monopoly;
- (d) To maintain validity of warranties / guarantees;
- (e) When due to market conditions, goods are in short supply;
- (f) Emergencies.

Full documentation will be filed to support single/sole sourcing.

- 8) In awarding a contract, consideration will be given to the supplier's ability to perform the work. Other criteria that may be considered includes: past performance, references, price, operating costs, disposal costs, environmental factors and other criteria as required. The lowest, or any, price will not necessarily be accepted.
- 9) Certain services required by the Board may be tendered for a period of greater than one year, but generally not to exceed a three-year term and typically coinciding with the term of the Board. In cases where a contract extends beyond the term of the Board and a 30-day cancellation clause is not included, Ontario Municipal Board approval will be required.
- 10) The Manager of Purchasing is responsible for the disposal of surplus and obsolete supplies and equipment. In accordance with Board guidelines, any such equipment is to be first offered to other schools and administrative offices within the Board.
- 11) The Board may enter into co-operative purchasing agreements with other public bodies providing their purchasing policy adheres to accepted public purchasing practices. In these cases, the Board may accept pricing obtained by other public bodies and will not be required to solicit independent price quotations or tenders.
- 12) Acquisition of the following goods or services may be exempt from this policy through Board motion:
 - (a) Real Estate
 - (b) Employee Benefits
 - (c) Transportation Services
 - (d) Architects
 - (e) Consulting Engineers

Staff development expenditures are exempt from this policy.

- 13) Any purchases not made in accordance with Board policy will be considered an obligation of the person making the purchase and not an obligation to the Board.
- 14) If quality, price and service are considered equal, priority for placement of an order shall be with the most local vendor based upon the following: the Region of Hamilton-Wentworth, the Province of Ontario, and the Dominion of Canada.
- 15) The Board will comply with conflict of interest guidelines as outlined in the Education Act. Accordingly, the Board will not purchase Goods or Services from employees of the Board.
- 16) The Manager of Purchasing is empowered to act as the Board's Agent for all purchases of goods and services, and is appointed as the signing authority by the Board. The Manager of Purchasing may delegate the authority to commit the Board to a purchase order, contract or agreement related to obtaining goods or services.
- 17) Hospitality and gifts should not be accepted if the recipient may be, or may be deemed by others to be influenced in making a business decision through this acceptance.
- 18) Board approval must be obtained on all construction, demolition and transportation projects valued over \$100,000, even if the lowest bid is recommended.
- 19) The division of contracts to avoid the requirements of this policy is prohibited. Goods and Services purchased throughout the year are subject to the policy based upon the total annual value.

#11(ii)

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Employee Expense Policy

Recommended Action:

Moved by: _____

That the draft Employee Expense Policy dated June 8, 1999 be approved for implementation effective September 1, 1999.

Rationale:

The attached draft Employee Expense Policy was approved by the Joint Advisory Committee on June 8, 1999. This policy will complement the Trustee Expense Policy, which was approved by the Board on January 29, 1998

Once approved, the draft Employee Expense Policy, will replace the following policies:

Hamilton Board:

- Travel Reimbursement

Wentworth County:

- Policy 7.03 Expense Claim Reimbursement
- Policy 10.1.08 Motor Vehicle Travel Allowance



DG/GdeJ
1999-06-09

attach.



Policy No. 0.00

**EMPLOYEE EXPENSE
POLICY**

Date Approved: 1999 00

Projected Review Date: 2000 00

POLICY STATEMENT: It is the policy of The Hamilton-Wentworth District School Board to reimburse personnel for reasonable costs incurred while on Board business, in accordance with the Operating Procedures.

RESPONSIBILITY: Superintendent of Business and Treasurer

OPERATING PROCEDURES:

1. The overriding principle covering reimbursement of expenses is that personnel shall be reimbursed the actual cost for reasonable expenses incurred on authorized Board business. Reimbursement will include costs incurred by personnel for registration fees, travel, long distance charges, meals, and accommodation when attending approved conferences, conventions, seminars, and workshops.

2. Registration Fees:
Subject to prior approval of the appropriate superintendent and budget availability.

All costs associated with a conference or professional development activity are to be charged against the appropriate staff development budget: registration, replacement coverage, meals, accommodation, travel and other.

Advance discounts should be realized on registration fees where possible.

3. Travel:
Employees are encouraged to travel by the most economical mode whenever feasible.

Travel costs by private automobiles will be reimbursed for kilometres travelled at the rate applicable to employees of the provincial government for travel in Southern Ontario (rate currently in effect is \$0.30 per kilometre).

All other modes of travel will be approved at the economy rate. For distances in excess of a radius of 150 km, the Board will reimburse the lesser of the cost for private automobile or the economy rate for air, train or bus fare.

Transfer fees to and from transportation terminals at points of departure and arrival by the most economically feasible method, including parking are eligible costs.

Shared transportation is encouraged when appropriate.

3. Travel (cont.)

Travel distance shall be measured between the employee's regular place of employment and the location to which the employee travelled.

Reimbursement for travel is not eligible for attendance at the following Board organized activities:

- School sponsored activities: field trips, athletic events, etc.
- Department Head meetings
- Professional development activities on teacher P.D. days as identified in the school year calendar
- Participation in School and Department meetings and activities
- Unauthorized travel
- Travel between home and regular place of employment

4. Meals:

The cost of meals will be reimbursed up to the rate applicable to employees of the provincial government. Government rates currently in effect are as follows:

Breakfast	\$ 6.75
Lunch	9.25
Dinner	18.00
Or per diem	34.00

5. Accommodation:

Where overnight accommodation is required, reasonable room, parking and telephone costs will be recognized for reimbursement.

6. Claim Procedures:

Claims for reimbursement of expenses shall be submitted for approval to the claimant's immediate supervisor. This form must be signed by the claimant and immediate supervisor before submission to the Finance Department for payment.

Original receipts are required to support all claims.

Typically claims are prepared on a monthly basis. Expense claims not submitted by the September 15th following the fiscal year in which the cost was incurred will not be processed.

REFERENCE: Education Act, Section 170 (1) 3.

The Hamilton-Wentworth District School Board

Memo

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated April 30, 1999 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of April 1999. The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.



DG/GdeJ
1999-06-08

attach.

12-1

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING APRIL 30, 1999**

RESIDENTIAL

		HWDSB	HWRCSSB	TOTAL
A.	BALANCE, beginning of month	\$2,119,647.20	\$899,851.01	\$3,019,498.21
CURRENT MONTH				
B.	Collections:			
	Ancaster	13,848.29	8,376.00	22,224.29
	Dundas	0.00	1,396.00	1,396.00
	Flamborough	9,075.42	0.00	9,075.42
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	0.00	6,282.00	6,282.00
C.	Interest	8,658.25	3,675.68	12,333.93
D.	Withdrawals	0.00	0.00	0.00
	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$2,151,229.16</u>	<u>\$919,580.69</u>	<u>\$3,070,809.85</u>
COMBINED - RESIDENTIAL & COMMERCIAL		<u>\$3,155,669.69</u>	<u>\$1,343,662.92</u>	<u>\$4,499,332.61</u>

12-2

**EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING APRIL 30, 1999**

COMMERCIAL

		HWDSB	HWRCSB	TOTAL
A.	BALANCE, beginning of month	\$994,295.63	\$419,122.86	\$1,413,418.49
CURRENT MONTH				
B.	Collections:			
	Ancaster	6,153.50	1,750.50	7,904.00
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	0.00	0.00
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	0.00	1,526.38	1,526.38
C.	Interest	3,991.40	1,682.49	5,673.89
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,004,440.53</u>	<u>\$424,082.23</u>	<u>\$1,428,522.76</u>

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education

From: Wayne Joudrie, Superintendent of Education

Date: June 3, 1999

Subject: MOHAWK TRAIL MUSEUM

Recommended Action:

Moved by _____, that the Mohawk Trail Museum issues be referred to the Educational Archive and Heritage Centre Committee for study.

Rationale:

At the April 22, 1999 meeting of the Business Committee, a number of resolutions were approved with respect to the Educational Archives & Heritage Centre. From the discussion some questions arose with respect to the current disposition of the Mohawk Trail Museum. Some questions were raised with respect to past Board Motions as well.

I have attached copies of the past motions dealing with the severance of The Mohawk Trail Museum for your information. The motions approve the severance and sale of Mohawk Trail School conditional upon the Museum remaining under the control and ownership of the Board.

Currently, the Mohawk Trail Museum is owned by the Board, but is not open and functioning as a Museum.

Part of the report regarding the Educational Archives & Heritage Centre included a list of items for future consideration. They included:

- incorporation of the Educational Archives & Heritage Centre,
- potential purchase of Vincent Massey School,
- potential purchase/relocation of Mohawk Trail Museum,
- relocation of Student Records, and
- investigation of rental agreements with the Ontario Geneological Society.

You will note that the third item is directly related to Mohawk Trail Museum. By approving the recommended action, I would expect that the "Archives" Committee would study possible options for Mohawk Trail School and report back to the Board during the 1999-2000 school year.

REPORT OF THE

OPERATIONS AND FINANCE COMMITTEE - March 19/96
THIRD REPORT

Present: Trustees Hill (Chairman), Desmarais, MacDonald, Orban, Rogers and Stewart.

Also Present: Trustees Bishop, Cunningham, Darby, Gage, Hicks, Johnston, Johnstone, Mulholland and Paquin.

Officials Present: D. Goodridge (Director of Education and Secretary), P. Shewfelt (Superintendent of Financial Services and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools - Lower City), N. Nicholls (Superintendent of Schools - Mountain), M. Matier (Assistant Superintendent of Schools - Mountain), S. Thompson (Assistant Superintendent of Schools - Lower City) and F. Cooke (Assistant Superintendent - Program).

The Committee recommends:

GENERAL

1. That no action be taken on the presentation by Recycling Pickup Services.
2. That the School Council Update be received for information.
3. That the Report from the Officials regarding Severance - Mohawk Trail School and Museum be received for information and the following recommendations be approved:

(a) That Mohawk Trail School, Museum and site be declared surplus to the Board's needs and be sold in accordance with Ministry regulations with the understanding that the Board will not require additional accommodation to replace Mohawk Trail School in this attendance area within ten years of the date of disposal. The funds realized from the sale be placed in Capital Reserves and

(b) That the sale of Mohawk Trail School, Museum and site be conditional upon the Board securing

- (i) a land severance on the site, acceptable to the City's Planning Department, whereby the Mohawk Museum would remain under the control and ownership of the Board OR
- (ii) a formal agreement with the purchaser, whereby property ownership would be with the purchaser and that the museum would be preserved to operate as such.

4. That the Report from the Officials re Correspondence from the Gourley Park Community Association be received for information and the following recommendations be approved:

- (a) The Board support the request for a meeting of all partners as soon as possible before June, 1996.
- (b) The Board support the concept of objectives "a, b, and d", subject to the required drawings being provided, receipt of a formal request from the City and Gourley Park Community Association, and at no cost to the Board.

5. That the following recommendation contained in the Report from the Officials re Gourley Park Community Association be tabled:

- (a) The Board not support objective "c", the installation of a P.A. system.

6. That the Budget Presentation Report be received for information.

7. That the following Report of the Budget Analysis Committee be tabled:

- (a) That the verbal update on Outsourcing be received for information and the following motions approved:

(i) That no further action be taken on the outsourcing of Health and Safety for the year 1996 and that investigation still continue with sharing of ideas and resources within this area with Mohawk College, McMaster University, the City, Region and other Boards.

Report from the Officials re Presentation by Recycling Pickup Services

Ms. Gillie advised she was not in position to respond to this particular presentation in view of impending tenders for this service.

Moved by Mr. Darby:

That no action be taken on the presentation by Recycling Pickup Services.

CARRIED.

Update re School Councils

Mr. Matier offered to answer any questions relative to the documentation provided to trustees on this issue. It was clarified that the recommended term of office is two years and that the role of School Councils is advisory, not decision-making.

Commending the report, it was moved by Dr. Johnston:

That the School Council Update be received for information.

CARRIED.

Mohawk Trail School and Site - referral for severance

Mr. Sage, Manager, Property, Audit and Assessment, presented the report. As one alternative, he cited the possibility of utilizing a long-term lease arrangement to preserve the Museum.

Moved by Dr. Johnston:

That the Report from the Officials regarding Severance - Mohawk Trail School and Museum be received for information and the following recommendations be approved:

a) That Mohawk Trail School, Museum and site be declared surplus to the Board's needs and be sold in accordance with Ministry regulations with the understanding that the Board will not require additional accommodation to replace Mohawk Trail School in this attendance area within ten years of the date of disposal. The funds realized from the sale be placed in Capital Reserves and

b) That the sale of Mohawk Trail School, Museum and site be conditional upon the Board securing

i) a land severance on the site, acceptable to the City's Planning Department, whereby the Mohawk Museum would remain under the control and ownership of the Board

OR

ii) a formal agreement with the purchaser, whereby property ownership would be with the purchaser and that the museum would be preserved to operate as such.

CARRIED.

Report from the Officials re Correspondence from the Gourley Park Community

Mr. D. O'Connor, Design Engineer, presented the report.

Moved by Mr. Hicks:

That the Report from the Officials re Correspondence from the Gourley Park Community Association be received for information and the following recommendations be approved:

a) The Board support the request for a meeting of all partners as soon as possible before June, 1996.

b) The Board support the concept of objectives "a, b, and d", subject to the required drawings being provided, receipt of a formal request from the City and Gourley Park Community Association, and at no cost to the Board.

TO: The Chairman and Members
Operations and Finance Committee
1996 03 19

FROM: P. Shewfelt
Superintendent of Financial Services and Treasurer
D. Sage
Manager, Property, Audit and Assessment

RE: REFERRAL FOR SEVERANCE - MOHAWK TRAIL SCHOOL AND MUSEUM

REPORT: FOR DECISION

BACKGROUND:

At the January 9th, 1996 meeting of the Operations and Finance Committee, the "Sale of Board Sites" report was presented. Concerns were expressed regarding the sale of Mohawk Trail School and site. In particular, should the property be approved for sale, a very significant part of not only this Board but the community as a whole could be lost as this property is also home to the Mohawk Trail Museum. This museum, built in the late 1800's, is an architecturally important structure and is particularly rooted within local interest groups. It is the intention of this report to provide a balance between selling properties deemed surplus to the Board's needs with the need to protect a part of our community heritage.

ISSUE:

To share with Trustees a proposal that provides for the sale of the Mohawk Trail property while preserving the presence and operation of Mohawk Trail Museum.

RECOMMENDATIONS:

1. That Mohawk Trail School, Museum and site be declared surplus to the Board's needs and be sold in accordance with Ministry regulations with the understanding that the Board will not require additional accommodation to replace Mohawk Trail School in this attendance area within ten years of the date of disposal. The funds realized from the sale be placed in Capital Reserves and
2. That the sale of Mohawk Trail School, Museum and site be conditional upon the Board securing
 - (a) a land severance on the site, acceptable to the City's Planning Department, whereby the Mohawk Museum would remain under the control and ownership of the Board
 - OR
 - (b) a formal agreement with the purchaser, whereby property ownership would be with the purchaser and that the museum would be preserved to operate as such.

RATIONALE

Three options were reviewed prior to making the recommendation

- (a) sell the property as is
- (b) make application for severance before proceeding, thereby offering only the school and applicable lands for sale
- (c) proceed to sell with the condition of either the Board obtaining a severance or an agreement with the purchaser with both alternatives aimed at securing the existence of the museum.

Only options (b) and (c) were pursued with diligence.

Option (b) would require a severance application to be filed with the City's Planning Department. It is likely that the application would be accepted, provided the museum maintains a side yard of 4 feet on the west side of the building and a rear yard of 25 feet on the north side of the building. The Planning Department would prefer that the rear lot line then be parallel to Mohawk Road and extend over to West 15th Street. This parcel of land would form a rectangular boundary around the museum and would remain in the ownership of the Board. (See Appendix A).

The cost of severance is estimated at \$2500 and may take two to three months to secure. The difficulty with making an application for a severance for the lands is that if a consent was obtained, it lapses within a year unless a Deed for the property is stamped with the consent within that year.

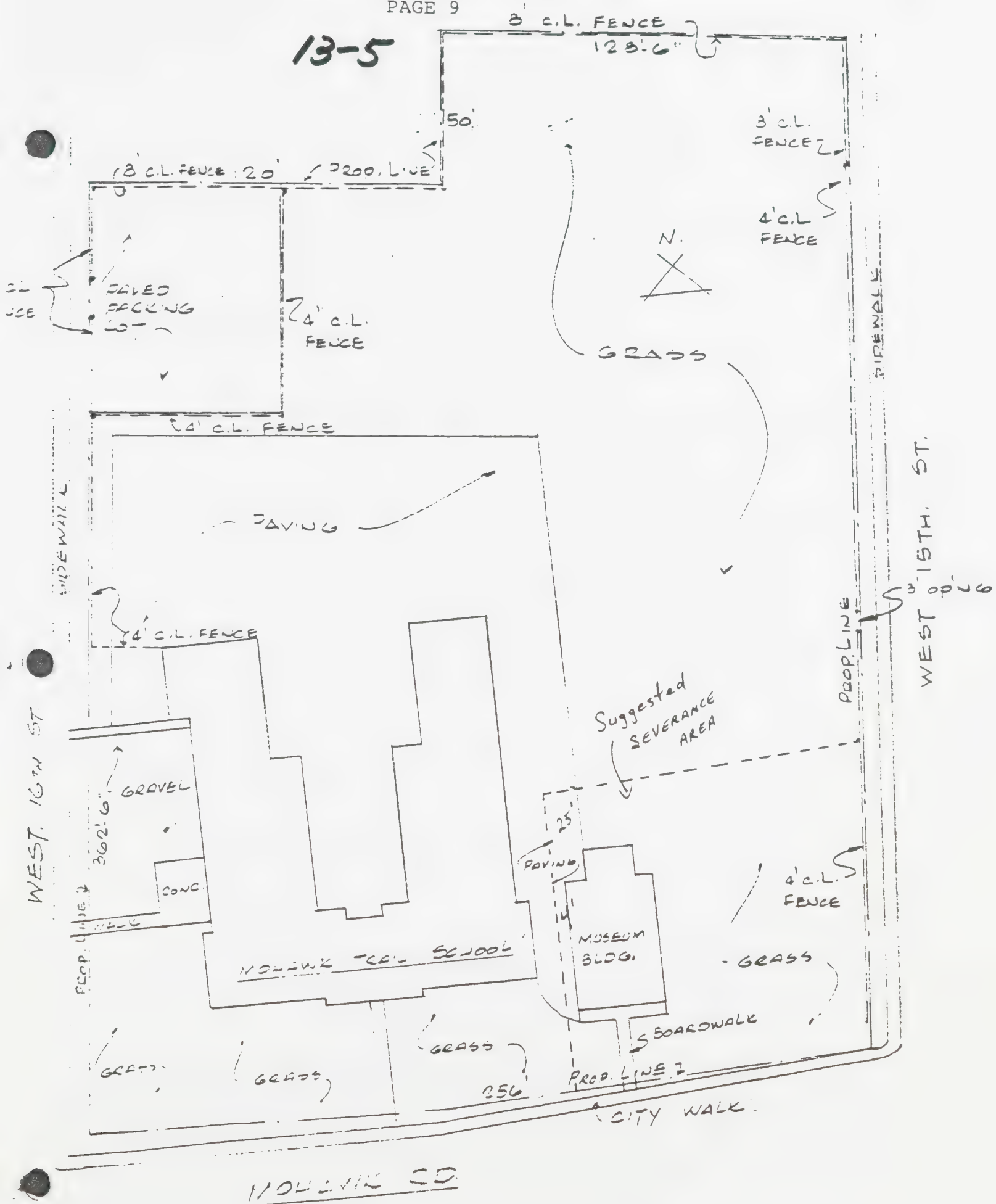
Option (b) has not been recommended since there is considerable expense incurred in seeking a severance which, without a buyer, lapses in one year. Given the fact that the Board must follow the legislative guidelines when selling property, there may be a higher probability that the severance application would expire during this process. Therefore, additional expense would be incurred by the Board when reapplying for severance.

Option (c) permits the Board to seek potential buyers without incurring severance application expense. It would be clear to both preferred agencies and the market place that the preservation of the museum will be a condition of sale. At the time of sale negotiations, either the Board would seek severance or would protect community and Board interests in the museum through a formal contractual agreement (e.g. 99 year lease back). This option also recognizes that the Mohawk Trail museum has architectural importance and any move to dispose of it would probably be challenged. The flexibility of option (c) should mitigate this issue.

All acceptable offers to purchase will be brought back to Board for approval. At that time all details of the potential sale would be reviewed including the overall ownership and operation of the museum.

Presently Mohawk Trail School is leased to Mohawk College. The Board has been advised that the College will be vacating this site in May 1996.

13-5



MOHAWK TRAIL SCHOOL
SITE PLAN
NOT TO SCALE VER 7.8

#14

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: **School Facility Renewal Program - Boiler Replacement Change**
DATE: 1999 06 17

Recommended Action:

Moved by: _____ seconded by _____ that
the 1998-1999 School Facility Renewal Plan be modified as shown in Appendix 2

Background:

The Board, at its meeting of 1998 12 10, approved the 1998-1999 School Facility Renewal Program for various capital projects including boiler replacements at Lisgar School and Buchanan Park School. These schools were chosen as a result of the previous capital lists in the 1994 Accommodation Report for the Hamilton Board of Education. (See attached Appendix 1).

During the past winter months, the two main boilers at Sir Winston Churchill Secondary School experienced considerable problems which culminated in a major freeze-up and flooding.

Currently, the "Number 1" boiler is down and unless significant repairs take place for the entire boiler system, including the classroom unit ventilators, numerous problems are anticipated for the next heating system.

The anticipated cost of these repairs to the Sir Winston Churchill boilers is approximately equivalent to the cost of replacing the boiler at Buchanan Park School.

In addition to the needs at Sir Winston Churchill, on-going repairs are needed to the system at Delta Secondary School. Last year, approximately half of the unit ventilators/radiators were repaired at this school and the balance needs to be completed this year. The estimated cost is approximately \$25,000.00.

Both the Lisgar and Buchanan Park School boilers have undergone several minor repairs during the past several years and a thorough pre-inspection during the last month has revealed that the boilers are in good condition and do not warrant replacement this summer. It is proposed that they can be prioritized and rescheduled in the five-year renewal plan and completed early in the plan.

14-1

The preliminary engineering on the Greenville School indicated that the scope is larger than originally anticipated and the estimated cost is \$230,000.00.

The new proposed mechanical system is shown in Appendix 2.

It is proposed that the remaining difference in the mechanical system be reallocated to portable classroom relocations. The schedule for relocations will likely exceed the preliminary budget.

mb

APPENDIX 1ESTIMATED COSTSEXISTING APPROVED RENEWAL PROGRAMMECHANICAL SYSTEMSBoiler Replacement

Buchanan Park	\$ 150,000
Lisgar	\$ 120,000
Greensville	\$ 130,000
	\$ 400,000

APPENDIX 2REVISED RENEWAL PROGRAMMECHANICAL SYSTEMS - REVISEDBoiler Replacement and System Repairs

Sir Winston Churchill Secondary School	\$ 120,000
Greensville	\$ 230,000
Delta Secondary School	\$ 25,000
	\$ 375,000

The balance of \$25,000.00 is to be reallocated to portable classroom relocations.

#15

TO: Merv Matier, Director of Education and Secretary
FROM: A. Cupido, P. Eng., Superintendent of Plant Services
RE: **Hess Street School - Playground Redevelopment**
DATE: 1999 06 17

Recommendation:

Moved by _____ seconded by _____ that the Hess Street School, in conjunction with the Hess Street School Council, be permitted to install a creative playground with an elevated protective barrier wall and a wildlife garden.

Background:

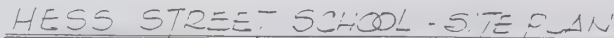
Mr. Dave Maddocks (Principal), school staff and the School Council have been very successful in their drive to raise the funds for this valuable project from community foundations and public service groups. The sponsors include the Edith H. Turner Foundation Fund of the Hamilton Community Foundation, Martin Foundation, Evergreen Foundation and the Optimists.

Attached is a preliminary sketch of the proposed redevelopment.

1. The site location has been mutually selected between the School Principal and the Plant Department.
2. Supply and installation of the playstructure will be completed by the playstructure manufacturer, to satisfy warranties and shall be in accordance with CAN/SCA Z614-98 standards.
3. The Plant Department will provide construction contract administrative support to provide risk management on behalf of the Board and the school.
4. The Plant Department will perform routine periodic inspections and supervision during construction of the wildlife garden and the protective barrier as well as provide co-ordination during the construction of the playstructure.
5. The Plant Department will be responsible for the costs and co-ordination of future annual inspections and maintenance of this playstructure.

mb

HESS ST. NORTH.



SCLL = : $1'' = 40.0'$



TO: The Director of Education

FROM: P. Gillie, Superintendent of Education
Student Trips and Excursions Policy Review Committee

RE: Student Driver Approvals

RECOMMENDATIONS:

1. Moved by _____, seconded by _____ that, effective September 1, 1999, Principals be authorized to give approval for a student to be a Volunteer Driver, provided the student is registered in the school, holds a valid Ontario Class G2 or G Licence and has submitted a completed Volunteer Driver declaration to the teacher in charge of the activity, for submission to the Principal.

RATIONALE:

1. The practice, while carried out slightly different in each former Board, is permitted with approval, in City and County Schools. The difference in practice has been based on the age of the student driver. The change in driver licensing to a graduated classification system means that in order to meet the requirements for a Class G2 Licence a student will be at least 18 before doing so. This eliminates 16 and 17 year olds from driving.
2. The practice has been reviewed by the Committee reviewing the policy for trips, is supported by the Committee and is included in the proposed Trip Policy.
3. The practice of using volunteer drivers has been reviewed with OSBIE and forms have been developed from recommendations made by OSBIE for using volunteer drivers, including student drivers. OSBIE however views students as high-risk drivers because they are in the age range category of 18 to 25. As a result, OSBIE recommends that school boards not use student drivers for trips. Claims arising from students driving are not large in number or cost, largely because OSBIE is not the first insurer on these claims. The insurance on the vehicle is always primary, and it is unusual for OSBIE to face a claim that has the potential to exceed the liability insurance carried by the owner.
4. A poll of surrounding boards indicates a variety of approaches to student drivers, ranging from no formal approval to standardized approval procedures and forms. We have not found the practice prohibited in neighbouring boards.
5. Experience and observation shows that students leave school property and then use their own vehicle to drive to an approved activity. Likely, the student may have one or two other students in the car. There is the appearance of School/Board approval because of participation on the school team.
6. The procedure outlined in the Student Trip Policy and recommended in this report provides for levels of approval and enables the school to exercise authority over the use of drivers for the activity. The Trip Policy will not be in place in September. Approval of this recommendation will provide a consistent means for all schools in the Board to authorize Student Drivers until the Trip Policy is implemented. This will clear up confusion and inconsistency that exists in this area during a period of high activity in the Secondary Program.

ATTACHMENTS :

APPENDIX A Draft Volunteer Driver Approval Form

16-1



STUDENT TRIP Volunteer Driver

SCHOOL _____

DATE OF TRIP _____

DESTINATION _____

All "trip drivers", including volunteer drivers, are advised that in order to bring into effect the Board's Excess Liability Insurance, they should:

1. Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
2. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip of business of the board.
3. Be aware that the Board's excess liability insurance comes into effect only after the "trip driver" insurance has been exhausted to a combined total of \$20,000,000.

DECLARATION TO BE SIGNED BY: (Check One) ☐ VOLUNTEER DRIVER; ☐ VOLUNTEER STUDENT DRIVER

☐ I declare that I am a licensed Class G2 or G Ontario Driver, and that my vehicle is insured by valid automobile liability insurance as required by Ontario Law.

☐ The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

☐ I have read and understand the following Ministry of Transportation recommendation:

- Children under the age of 12 years, do not ride in front seats of vehicles which have air bags.
- Children under 40 pounds be secured in approved child restraint seats.

VEHICLE INFORMATION: Make _____ Year _____ License Plate _____

NAME OF DRIVER (Print) _____ **Signature of Driver** _____

Date _____

**DECLARATION TO BE SIGNED BY OWNER OF VEHICLE, IF VOLUNTEER DRIVER
DOES NOT OWN VEHICLE.**

1. I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
2. He/She is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation. The vehicle is mechanically fit and there are seat belts in working condition for all passengers.

NAME OF OWNER (Print) _____ **Signature of Owner** _____

Date _____

Principal/Vice-Principal Approval _____

Date _____

over.....

SUMMARY OF INSURANCE COVERAGE RELATING TO VOLUNTEER DRIVERS

DRAFT

1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection to the \$20 million policy limit.

2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes automobile insurance compulsory in the Province of Ontario. This same legislation makes the vehicle insurance the primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an endorsement called the Non-owned automobile endorsement, which extends liability coverage to those who are using personal vehicles for Board business. In accordance with legislation, this coverage is in excess of the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under this endorsement for damage to the vehicle itself. It is liability insurance only.

Passengers who are injured would recover accident benefits under their own automobile policy. Thus, students injured in an automobile accident would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

M E M O R A N D U M

TO: MERV MATIER, DIRECTOR OF EDUCATION

FROM: KEN WATERS, SUPERINTENDENT OF EDUCATION

DATE: June 7, 1999

RE: COMMUNITY PARTNERSHIP PROPOSAL
- THEATRE ANCASTER AND ANCASTER HIGH SCHOOL

RECOMMENDED ACTION:

Moved by _____, seconded by _____
that The Hamilton-Wentworth District School Board direct representatives from
administration to enter into discussions with representatives from Theatre Ancaster to explore
the possibility of developing a community partnership agreement to be brought for Board
approval.

RATIONALE:

Theatre Ancaster entered into an agreement with the former Wentworth County Board of Education in 1993. They are requesting that the Board continue and enhance the prior agreement.

Theatre Ancaster is a registered not-for-profit corporation in the Province of Ontario. They have indicated three key elements to the agreement they are seeking as follows:

1. A written agreement with a minimum five year term. A minimum five years is a pre-requisite for their application to certain sources of funds. This agreement would be renewed annually. The "long term" nature of such an agreement is an essential prerequisite for major funding applications.
2. Provision that Theatre Ancaster would have priority access to the auditorium and Theatre Arts area relevant to other outside groups or individuals.
3. A profit-sharing arrangement with the school rather than other manner of reimbursement.

Once such an agreement is reached, Theatre Ancaster would pursue several objectives: An Ontario Trillium Foundation Grant, a Federal Millennium Grant, and Community fund-raising for major renovations and upgrading to the auditorium. The major renovations and upgrading would include, but not be limited to, the following:

- installation of sound communication and sound system equipment
- increasing the stage lighting capacity
- installation of a fly gallery
- replacement of seating and floor covering in the auditorium
- refurbishment of the foyer
- improvements to the acoustical properties of the auditorium
- installation of air conditioning in the auditorium

During the past years, Theatre Ancaster, and its predecessors, The Ancaster Arts Council and the Ancaster High School Musical Production Club, have established a tradition of offering quality musical productions to the Ancaster area, sharing profits with the high school administration, which were used primarily to upgrade auditorium facilities and providing opportunities for many students to be involved with a community theatre company.

I have spoken with the principal, Jan Southall-Evans. Both she and the School Council are in favour of exploring the formalization of such a community partnership.

KW:jb



#18

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education and Secretary
From: Ken Bell, Superintendent of Education
Date: June 17, 1999
Subject: GLENWOOD SCHOOL CREATIVE PLAYGROUND STRUCTURE

Recommended Action:

Moved by _____, that:

- (a) \$30,000 previously dedicated to the movement and upgrading of the creative playground structure from Maple Lane School to Glenwood School be re-directed to the purchase and development of a new creative playground structure on the Glenwood School site, and that any additional funds required for the installation of the creative playground be the responsibility of the Glenwood School Council.
- (b) The Hamilton-Wentworth District School Board issue a letter to the City of Hamilton indicating support for a new creative playground structure on the Glenwood School site.

1.0 Background

- 1.1 As of May 19, 1999, the students and staff of Glenwood School in Ancaster moved into their new location in the Fairview School building in Hamilton. The former Fairview School building was renamed Glenwood School.
- 1.2 A creative playground structure exists on the former Glenwood School site in Ancaster, now called Maple Lane School, and forms part of the educational program for students.
- 1.3 Estimated cost of the move from the Ancaster site to the Hamilton site, and renovations, was \$130,000.
- 1.4 Of the estimated \$130,000, approximately \$27,000-\$30,000 was slated for the movement and upgrading of the creative playground structure.

2.0 Issue

- 2.1 There is a need for a creative playground structure at the new Glenwood School site in Hamilton. This structure is an integral component of the educational program offered the students at this school.
- 2.2 It is not feasible to move the existing playground structure from Maple Lane School in Ancaster, to the new Glenwood School in Hamilton.
- 2.3 The City of Hamilton has indicated they would support an application for the purchase, installation and maintenance of a playground structure at the new Glenwood School site because there is no other playground in the area. This process could be fast-tracked if money is assigned to the project.

3.0 Action Required

- 3.1 The Hamilton-Wentworth District School Board issues a letter to The City of Hamilton, indicating support for a new playground structure at the new Glenwood School site.
- 3.2 The Hamilton-Wentworth District School Board re-direct \$30,000 of the estimated \$130,000 renovation cost for Glenwood School to this project.

4.0 Attachment

- 4.1 Letter from Laura Ramsay, Glenwood School Council Co-Chair

Glenwood School Council



Laura Ramsay
Co-chair, Glenwood School Council
57 Cait Crt.
Ancaster, ON
L9G 1M3

Mr. Merv Matier,
Director and Secretary of the Board,
Hamilton-Wentworth District School Board
100 Main St. West
Hamilton, ON, L8N 3L1

May 12, 1999

Dear Mr. Matier:

I am writing on behalf of Glenwood School Council concerning the wheelchair-accessible playground at 20 Miller Drive, Ancaster.

As the Board knows, the Glenwood school community conducted an extensive fund-raising campaign more than a decade ago to build a wheelchair accessible playground in Ancaster. More than \$20,000 was raised by the students and their families through years of bake-sales and other events. As well, about \$25,000 was donated by service clubs including the Dundas Legion; Hamilton East Optimist Club; Ancaster Optimist Club and the Ancaster A. M. Rotary Club. The playground was installed by parents and other volunteers, and has been very popular with both students and the neighbouring community.

The Hamilton District School Board has agreed to pay for the cost of moving our play equipment to the former Fairview School at 150 Lower Horning Rd. The moving cost alone is estimated to be \$27,000, and additional costs will be incurred to make the play structures fit into the playground area, which is on a hill. Much of the equipment does not meet current safety standards, and additional funds are needed to bring it up to code.

.../2

18-3

The Glenwood School community realizes that the plan to move the equipment to the new site has its drawbacks. It won't fit well into the hillside playground on Lower Horning and our Ancaster neighbours are very upset about losing this wonderful recreation area. However, we can't afford to walk away from this very expensive equipment that it took our school community years of effort to pay for.

Our Council would be willing to leave the play equipment in Ancaster if the Board will pay us fair compensation for it, and if the board will support an initiative to build an accessible playground at Glenwood's new location on Lower Horning Road.

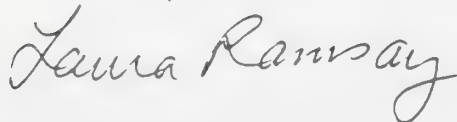
The City of Hamilton currently offers a partnership program where it matches funds with community groups to build accessible playgrounds. There is currently no accessible playground anywhere near the school on Lower Horning, and city parks staff have indicated they would look favourably on an application from our school council to build one. The city has a matching formula where it matches money raised by the community, to a maximum contribution of \$55,000. The city would design and build the playground with input from our council and the local community, and it would also maintain it afterwards.

After speaking to officials at the Board and to Mr. Bruce Wallace, who indicated support for this idea, we are asking the Board for two things:

- 1) Payment of \$30,000 compensation for the playground
- 2) A letter of support from the Board indicating its willingness to enter into a partnership with the City of Hamilton to develop a playground on Board property at 150 Lower Horning.

We think this would be a win-win situation for everyone. We hope the Board agrees.

Yours truly,



Laura Ramsay
Co-chair, Glenwood School Council

#19

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

June 17, 1999

To: Merv Matier, Director of Education and Secretary
From: Ken Bain, Superintendent of Education, County West
Re: School Budget Surplus Carry Forward

Recommended Action:

Moved by _____ that the principals of the following schools be allowed to carry forward their school's budget surplus into the 1999-2000 school year.

Dundas Central
Dundas District
Glenwood

Chedoke
Queensdale
Rousseau

Glen Brae
Elizabeth Bagshaw
Eastmount Park

Robert Land
Mountain View

All Secondary Schools

Background:

Since last June, all schools have had the surplus/deficit carry forward feature. Schools are entitled, without Board approval, to carry forward up to 10% of the surplus from interchangeable lines. In accordance with past practice and established procedures, requests to carry forward an amount in excess of 10% must receive Board approval.

Rationale:

The Elementary Superintendents of Education received a number of requests for permission to carry forward a surplus amount in excess of 10%. We reviewed the submissions and eliminated some. Executive Council has reviewed and endorses the requests from the principals of the schools listed above. Their requests meet the criteria as outlined in the memo to principals (Appendix 1). These schools are involved in the expansion of programs that necessitate a larger budget than would normally be available.

Secondary school reform implementation has provided a particular financial challenge to secondary school principals. The MOET will provide some funds to support the acquisition of resources. However, this is only for the five core courses. There is no provincial money for the other courses in the Grade 9 program. Also, the Ministry has not released the names of the resources that are applicable to the specific courses. Therefore, the principals have been unable to make the necessary orders.

Secondary principals have been very cautious in spending their textbook accounts this year. The lack of direction from the Ministry and the delay in identification of appropriate texts has caused a major delay in the ordering process. It is highly unlikely that the principals will receive the information they need before the end of the school year.

Memorandum

To: Principals and Vice Principals
cc: Executive Council
Lucy Veerman, Budget Manager
From: Ken Bain, Superintendent of Education
Date: 99-05-26
Re: Surplus/Deficit Carryover

Current practice provides principals with the ability to carry forward a surplus of up to 10% of their total budget to the next fiscal year. The expectation is that a maximum of 5% of budget deficits will be carried forward and eliminated within the next two fiscal years.

A request for a surplus/deficit carryover greater than the above percentages must be approved by the Superintendent of Education, forwarded to Executive Council and approved by the Business Committee and Board. Your attention to the following process and timelines is essential in order to ensure that your request is considered.

Thursday June 3 (on or before)

- ✓ Provide a written request to your SOE.
- ✓ The request must include a rationale which is related to school plan initiatives.
- ✓ The request must refer to a multi-year project or large/expensive expenditures for which you need to "pool" a large amount of money.

Friday June 4

- ✓ SOE Meeting

Tuesday June 8

- ✓ Executive Council Meeting

Thursday June 17

- ✓ Business Committee Meeting

Thursday June 24

- ✓ Board Meeting

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 06 18

RE: Planning Report

Recommended Action:

Moved by: _____

That the recommended actions stated in the Planning Report for June 1999 be approved.

RATIONALE:

Attached is the Planning Report for June 1999. Planning items have been grouped into the following categories:

1. Current items that will have a significant impact on school enrolment or Board property.
2. Current items that may have an impact on school enrolment or Board property.
3. Current items that should not have an impact on school enrolment or Board property.

A full set of materials has been located in the trustee lounge for review and not distributed with the agenda package.

The recommended actions are based on a detailed review of the circumstances, consideration for the impact on the Board and provisions within the Planning Act.

As referenced in previous planning reports, the Board has the authority to object to municipal planning issues only where there is a basis within the Planning Act of Ontario. It should be noted that school board concerns relating to overcrowding of schools or funding are not recognized under this Act. To compensate, the Board submits conditions such as signage to be placed on sites. Again, the Region is not compelled to accept these type of conditions but have supported the Board's initiative in this regard.

With recent changes in the Planning Act of Ontario, the school board's ability to challenge has been minimized and may be more cost prohibitive, consequently, the benefit and value added of detailed monthly planning reports is reaching a point for reconsideration.

20-1

To this end, each year the board is in receipt of annual reports by municipality, which provide strategic information relating to land inventories, population growth and housing development. This data plays a key role in the planning process for the Hamilton-Wentworth District School Board.

The preparation of an annual Accommodation and Planning Report is underway. The integration of municipal initiatives into this report will greatly enhance awareness to significant planning issues and potentially could replace the necessity of the monthly planning reports. Once the Accommodation and Planning Report is available, assessment and evaluation of this direction should be considered.

DS/dtg
99/06/09
attach.



1. Items that will have a significant impact on school enrolment or Board property.**1.1 25CDM-99004 Bronte Creek Condominium, Town of Flamborough**

Recommended Action: Students will require transportation to both Balaclava School and Waterdown District High School. Sufficient bus access with an adequate turn-around, to the satisfaction of the Board be requested as a condition of approval.

Neighbourhood: East Flamborough

Notes: Application for approval of a draft plan of condominium to permit the development of 76 detached residential homes. The property is currently used as a seasonal recreational park designated "Open space and recreation site specific area No. 16."

Impacted Schools:

Development Type: Single Family

School Name	Units Remaining	Student Yield
Balaclava	76	31.18
Waterdown High	76	10.85

1.3 63 Sulphur Springs Road, Town of Ancaster

Recommended Action: This development abuts the rear of the Board Memorial Building at 357 Wilson Street East. Appropriate site drainage, to the satisfaction of the Board be requested as a condition of approval.

Neighbourhood: Old Mill

Notes: Application to amend the official plan and zoning bylaw to permit the development of a 36 attached townhouse development where the existing housing is predominantly single detached.

Impacted Schools:

Development Type: Single Family, empty nesters

1.11 Binbrook Village Secondary Plan Concept 2, Township of Glanbrook

Recommended Action: To be received for information.

Staff Notes: Board representatives met with the Town Planner to review Concept 2 for the Binbrook Village Secondary Plan. Elementary school sites were requested as part of original comments. General design comments and site specifications (eg. minimum size, adjacent parkland preferred, bus access) were discussed.

Neighbourhood: Binbrook

Notes: Concept plan 2 as presented by the Town Planner prior to official circulation and public comment phase.

Impacted Schools:

Bellmoore

Parkwood

Saltfleet

1. Items that will have a significant impact on school enrolment or Board property (continued)**1.12 25T-99005 Goldcourt, City of Stoney Creek**Recommended Action:

That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Application to rezone lands from Commercial to Residential to permit development of 141 mixed residential units

Neighbourhood: Stoney Creek Map 6

Notes: K-1 students would be transported to Mountain View

School Name	Units Remaining	Student Yield
Mountain View	141	61.79
Saltfleet	141	24.10

Items previously submitted to Board**Recommended Action: That the following items be received for information.****1.2 25T-99003 The Fields of Winona, City of Stoney Creek**

Staff Notes: Students are within the designated walk area of Winona Public School and will require transportation to Orchard Park Secondary School.

Neighbourhood: Winona

Notes: Application to amend the zoning bylaw from "Neighbourhood Development and Single Residential" to "Single Residential." This is also an application to approve the draft plan of subdivision to permit 50 residential lots.

Impacted Schools:

Development Type: Single Family

School Name	Units Remaining	Student Yield
Winona	50	21
Orchard Park	50	7

1.4 25T-99002 Parkview Estates, City of Stoney Creek

Staff Notes: Students will require transportation service to Mountain View School.

Neighbourhood: MacIntosh Drive

Notes: Application for approval of the zoning bylaw amendment and the draft plan of subdivision to permit the development of 27 single detached residential lots.

Impacted Schools:

Development Type: Single Family

School Name	Units Remaining	Student Yield
Mountain View	27	11
Orchard Park	27	4

Items previously submitted to Board (continued)

1.5 25T-97008 The Estates of Fifty Point Marina, City of Stoney Creek

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

1.6 25T-97019 Lake Vista East, City of Stoney Creek

Recommended Action:

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

1.7 25T-97018 Lake Vista West, City of Stoney Creek

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

1.8 25T-95006 (Rev) Lake Vista, City of Stoney Creek

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

1.9 25T-93001 Fifty Point Neighbourhood West, City of Stoney Creek

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

1.13 25CDM-98024, Seaside Village, City of Stoney Creek

Staff Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board.

Neighbourhood: Winona

Notes: Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

2. Items that may have an impact on school enrolment or Board property.

Recommended Action: That the following items be received for information.

2.1 Arrowhead Park, Town of Ancaster

Staff Notes: The approval of this amendment will expand the current seasonal occupancy from a maximum of 90 days to a maximum of 9 months within park model trailers. This has the potential to increase the student generation from near 0 upwards.

Neighbourhood: Copetown

Notes: Application to amend the "Private Open Space" zone for the purpose of expanding the use of the park and campground from the current regulation of a 2 through 90 day occupancy to a maximum nine months of seasonal occupancy within the park model trailers.

Impacted Schools:

Development Type: Seasonal Single Family Trailer

Queen's Rangers

Ancaster Senior

Ancaster High

2.2 1264 Mohawk Road, Town of Ancaster

Staff Notes: The approval of these amendments should not affect enrolment if the units are marketed and occupied as a retirement community.

Neighbourhood: Meadowlands

Notes: Application to amend the zoning bylaw and official plan to provide integrated residential suites and supportive living amenities in an apartment building containing 237 units.

Impacted Schools:

Development Type: Multiple dwelling apartment

Grange

Ancaster Senior

Ancaster High

2.3 25T-99004 Joya Place, Town of Dundas

Staff Notes: Students will be within the designated walk boundary for Dundas District Public School, Central Park School and Highland Secondary School.

Neighbourhood: Creighton West

Notes: Application to approve the draft plan of subdivision for two detached residential homes.

Impacted Schools:

Central Park

Dundas District

Highland

2.4 25CDM-99002 Twenty Place - Phase 6, Township of Glanbrook

Staff Notes: The approval of these amendments should not affect enrolment if the units are marketed and occupied as a retirement community.

Neighbourhood: Twenty Road

Notes: Application to approve the draft plan to provide 70 multiple attached residential units.

Impacted Schools:

Development Type: Multiple attached residential

Mount Hope

Ancaster High

2. Items that may have an impact on school enrolment or Board property (continued).**2.5 Catholic Elementary School, Town of Flamborough**

Staff Notes: The approval of these amendments has the potential to affect enrolment.

Neighbourhood: East Flamborough

Notes: Application to approve the zoning bylaw and official plan amendments to permit a place of worship, cemetery and elementary school.

Impacted Schools:

Development Type: Institutional

Guy Brown

Flamborough Centre

2.6 25CDM-99003 Southwood on the Park, City of Stoney Creek

Staff Notes: Students will require transportation to Janet Lee School.

Neighbourhood: Heritage Green

Notes: Application to approve the draft plan of condominium to permit the development of 29 multiple attached residential units.

Impacted Schools:

Development Type: Multiple attached residential.

School Name	Units Remaining	Student Yield
Janet Lee	29	20.14
Saltfleet	29	6.39

3. Items that should not have an impact on school enrolment or Board property.

Recommended Action: That the following items be received for information.

3.1 Rehoboth Free Reformed Christian School Society, Town of Flamborough

Staff Notes:

Neighbourhood: Copetown / West Flamborough

Notes: Application to amend the site plan agreement for the construction of an addition to the existing school with associated access, landscaping and parking.

Impacted Schools:

Development Type: Institutional

Queen's Rangers

Parkside

3.2 Environs Landscaping Contracting Golf Course, Town of Flamborough

Staff Notes:

Neighbourhood: East Flamborough

Notes: Notice of Ontario Municipal Board Hearing.

Impacted Schools:

Development Type: Recreational

Balaclava

Waterdown High

3.3 Farmer's Market Memorial Square, Town of Flamborough

Staff Notes:

Neighbourhood: East Flamborough

Notes: Notice of approved zoning bylaw amendment to permit the temporary placement of a farmer's market on the parking lot at Memorial Park in Waterdown.

Impacted Schools:

Development Type: Commercial

Guy Brown

Flamborough Centre

Waterdown High

3.4 Culo Investments Limited, Town of Flamborough

Staff Notes: Board comments would be submitted as part of the zoning or official plan amendments.

Neighbourhood: East Flamborough

Notes: Notice of public hearing of application for a minor variance to obtain relief from the required minimum front yard setback.

Impacted Schools:

Development Type: Residential

School Name

Guy Brown

Flamborough Centre

Waterdown High

3. Items that should not have an impact on school enrolment or Board property.

3.5 Hamlet Commercial Zone, Town of Ancaster

Staff Notes:

Neighbourhood: Copetown

Notes: Application to amend the zoning bylaw to rezone four separate land holdings from a mix of commercial zones and the residential hamlet zone to the new Hamlet Commercial Zone.

Impacted Schools:

Development Type: Commercial

Queen's Rangers

Ancaster Senior

Ancaster High

3.6 1339 Powerline Road, Town of Ancaster

Staff Notes:

Neighbourhood: Town of Ancaster

Notes: Notice of approved zoning bylaw to permit additional buildings on site as a result of the expansion of the current dairy farm operation.

Impacted Schools:

Development Type: Agricultural

Queen's Rangers

Ancaster Senior

Ancaster High

3.7 Proposed Information Centre, Town of Flamborough

Staff Notes:

Neighbourhood: West Flamborough

Notes: Application to amend the zoning bylaw to permit the location of a town operated visitor information centre.

Impacted Schools:

Development Type: Institutional

Greensville

Spencer Valley

Parkside

3.8 Trinity Development Group, Town of Ancaster

Staff Notes:

Neighbourhood: Meadowlands

Notes: Application to amend the zoning bylaw to permit the construction of a new building to contain a sporting goods store and a restaurant.

Impacted Schools:

Development Type: Commercial

Grange

Ancaster Senior

Ancaster High

3. Items that should not have an impact on school enrolment or Board property (continued).

3.9 44 Legend Court, Town of Ancaster

Staff Notes:

Neighbourhood: Meadowlands

Notes: Application to amend the zoning bylaw to permit the development of a retail warehouse store.

Impacted Schools:

Development Type: Commercial

Grange

Ancaster Senior

Ancaster High

3.10 11 Whitedeer Road, City of Stoney Creek

Staff Notes:

Neighbourhood: Heritage Green

Notes: Application to amend the zoning bylaw to permit the development of a single detached residential dwelling.

Impacted Schools:

Development Type: Single family residential

Janet Lee

Saltfleet High

3.11 Part of Lot 39, Concession 3, Town of Ancaster

Staff Notes:

Neighbourhood: Leeming

Notes: Notice of approved zoning bylaw to permit the development on one detached dwelling.

Impacted Schools:

Development Type: Single family residential

Fessenden

Ancaster Senior

Ancaster High

3.12 Lewis Road Design Centre, City of Stoney Creek

Staff Notes:

Neighbourhood: Winona

Notes: Application to amend the zoning bylaw and official plan to permit the development of a retail/warehouse/industrial building related to home and houseware products and to permit a restaurant.

Impacted Schools:

Development Type: Commercial

Winona

Orchard Park

3. Items that should not have an impact on school enrolment or Board property (continued).

3.13 Residential Day Care Facility, Town of Flamborough

Staff Notes:

Neighbourhood: East Flamborough

Notes: Application to amend the official plan and zoning bylaw to allow a residential day care facility.

Impacted Schools:

Development Type: Institutional

Guy Brown

Flamborough Centre

Waterdown High

3.14 Panabaker Property Limited, Town of Ancaster

Staff Notes:

Neighbourhood: Old Mill

Notes: Application for consent to sever land to permit a restaurant within an enlarged existing structure.

Impacted Schools:

Development Type: Commercial

C.H. Bray

Ancaster Senior

Ancaster High

3.15 Former Brockview School, Town of Flamborough

Staff Notes:

Neighbourhood: West Flamborough

Notes: Notice of approved zoning bylaw to permit the conversion of the former Brockview School property from Institutional to Agricultural to allow a single family residence.

Impacted Schools:

Development Type: Single family

Millgrove

Spencer Valley

Parkside

3.16 Part of Lot 5, Concession 5, Town of Flamborough

Staff Notes:

Neighbourhood: West Flamborough

Notes: Notice of approved zoning bylaw to permit the placement of a temporary mobile retirement home.

Impacted Schools:

Development Type: Agricultural

Millgrove

Spencer Valley

Parkside High

3. Items that should not have an impact on school enrolment or Board property (continued).

3.17 Part of Lot 8, Concession 3, Town of Flamborough

Staff Notes:

Neighbourhood: East Flamborough

Notes: Notice of approved zoning bylaw for the commercial areas in the historic core of Waterdown.

Impacted Schools:

Development Type: Recreational

Guy Brown

Flamborough Centre

Waterdown High

3.18 Lots 135, 136 and 137 Reg. Plan 330, Town of Flamborough

Staff Notes:

Neighbourhood: West Flamborough

Notes: Application to amend the zoning bylaw to permit an optometry practice within the detached garage in addition to the permitted residential use.

Impacted Schools:

Development Type: Site specific residential

Millgrove

Spencer Valley

Parkside High

3.19 Part of Lot 19, Concession 3, Town of Flamborough

Staff Notes:

Neighbourhood: West Flamborough

Notes: Application to amend the zoning bylaw to permit the placement of a temporary mobile retirement home.

Impacted Schools:

Development Type: Agricultural

Millgrove

Spencer Valley

Parkside High

3.20 407, 415 and 415 Wilson Street East, Town of Ancaster

Staff Notes:

Neighbourhood: Old Mill

Notes: Application to amend the zoning bylaw to permit the expansion of an existing service station.

Impacted Schools:

Development Type: Commercial

C.H. Bray

Ancaster Senior

Ancaster High

3. Items that should not have an impact on school enrolment or Board property (continued).

3.21 158 Sunnyridge Road, Town of Ancaster

Staff Notes:

Neighbourhood: Jerseyville

Notes: Application to amend the zoning bylaw to permit a temporary granny flat in the rear yard.

Impacted Schools:

Development Type: Residential

Queen's Rangers

Ancaster Senior

Ancaster High

3.22 Part of Lot 7, Concession 5, Block A, Town of Flamborough

Staff Notes:

Neighbourhood: Flamborough

Notes: Application to amend the zoning bylaw from Settlement Open Space to Settlement Residential to permit single detached dwelling. This parcel of land is beside Flamborough Centre School.

Impacted Schools:

Development Type: Residential

Flamborough Centre

Waterdown District

3.23 Part Lot 38, Concession 3, Town of Ancaster

Staff Notes:

Neighbourhood: Meadowbrook Manor

Notes: Application to amend the zoning bylaw to increase the maximum lot coverage from 35% to 40% where lots are to be constructed with bungalows and backsplitted dwellings only.

Impacted Schools:

Development Type: Residential

C. H. Bray

Ancaster Senior

Ancaster High

3.24 Part of Lot 32, Concession 7, City of Stoney Creek

Neighbourhood: SC: Map 15

Notes: Application for minor variance to allow a minimum interior garage width of 2.5 metres measured at the floor elevation in order to allow up to 2 steps to encroach into the garage.

Impacted Schools:

Development Type: Residential

Janet Lee

Saltfleet High

3. Items that should not have an impact on school enrolment or Board property (continued).

3.25 Part of Lot 21, Broken Front Concession, City of Stoney Creek

Neighbourhood: SC: Map 1

Notes: Application for minor variance to allow a minimum interior garage width of 2.5 metres measured at the floor elevation in order to allow up to 2 steps to encroach into the garage.

Impacted Schools:

Development Type: Residential

Mountain View

Orchard Park

3.26 Part of Lot 10, Concession 9, Town of Flamborough

Neighbourhood: Carlisle

Notes: Zoning amendment to redesignate and rezone lands from Open Space and Recreation to Site Specific Agriculture to permit the lands to be used for agricultural purposes in addition to the presently permitted open space and recreational.

Impact Schools:

Development Type: Agriculture

Balaclava

Waterdown High

3.27 Town of Ancaster

Notes: The Town is proposing to amend Zoning By-law No. 87-57 of the Town of Ancaster to modify the existing zoning regulations pertaining to the placement of decks within the rear yard of residentially zoned properties.

3.28 Part Lot 30 Concession 6, Town of Ancaster

Notes: Application to amend zoning by-law to permit the expansion of a mushroom farm operation from 1003.4 sq. m to 5003 sq. m.

Type of Development: Agriculture

Schools Impacted:

Fessenden

Ancaster Senior

Ancaster High

APPENDIX A

That a letter be sent to the Municipality and the approving authority expressing the significant impact that student yields from the Draft Plan will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the Municipality proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval:

1. The developer at their expense, place adequate signage, based on Board specifications, be erected on site, advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
2. The sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
3. Any rental or lease agreement required for occupancy include in all agreements to renters or leasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.

The Region of Hamilton-Wentworth and the Municipality would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

B O A R D R E F E R R A L

BUSINESS COMMITTEE
1999 06 17

Limestone District School Board

D. Ross Drummond - Chair
Barry C. O'Connor - Director of Education
and Secretary
Roger Richard - Treasurer

220 Portsmouth Avenue
Kingston, Ontario K7L 4X4
Mailing Address: Postal Bag 610
Tel: (613) 544-6920 Fax: 544-6804



February 22, 1999

Merv Matier, Director
Hamilton-Wentworth District School Board
100 Main Street West, P.O. Box 2558
Hamilton, ON
L8N 3L1

OFFICE OF THE

MAR 2 1999

DIRECTOR OF EDUCATION

Dear Merv Matier:

The following resolution regarding the Ontarians with Disabilities Act was passed by the Limestone District School Board at its meeting held on February 10, 1999:

WHEREAS The Canadian National Institute for the Blind (CNIB) and the Canadian Council of the Blind (CCB) are celebrating White Cane Week '99 from February 7-13;

AND WHEREAS all over Canada, people who are blind and visually impaired are taking on new roles and accepting new challenges;

AND WHEREAS as the people who are blind and visually impaired become computer engineers and defence attorneys, librarians and school teachers, politicians and academics, they will indeed change what it means to be blind, and show with their contributions to community and country, and by the strength of their personal example, that the old stereotypes of people with blindness and vision loss no longer apply;

AND WHEREAS one of the many disabilities that inflicts the young people in our community is visual impairment;

AND WHEREAS Ontarians with disabilities face many barriers when they seek to participate in all aspects of Ontario life;

AND WHEREAS there is an urgent and pressing need for a new, strong and effective law to achieve a barrier-free Ontario for people with disabilities;

AND WHEREAS Premier Harris promised in writing during the 1995 election to work together with the Ontarians with Disabilities Act Committee to develop this new law, to be called the Ontarians with Disabilities Act, and to pass it in his first term;

AND WHEREAS the Ontario Legislature unanimously passed a resolution on October 29, 1998, calling on the Government of Ontario to make sure that this law is strong and effective, and embodies the 11 principles set out in a resolution, to make sure that this law is strong and effective, not weak and window dressing;

17-1

22(a)-1

Merv Matier, Director
Hamilton-Wentworth District School Board
February 22, 1999
Page 2

NOW THEREFORE BE IT RESOLVED that the Limestone District School Board supports the goal of enacting new legislation and regulations with the aim of achieving the full and equal participation of persons with disabilities in all aspects of Ontario life by creating a barrier-free society through the removal of all existing barriers and the prevention of new ones;

- and further -

That the Limestone District School Board call on the Ontario Government to enact a strong and effective Ontarians with Disabilities Act in this term, before calling an election. The legislation shall fully comply with the unanimous resolution of the Ontario Legislature passed on October 29, 1998.

- and further -

That Legislation introduced in the first term, Bill 83, called the Ontarians with Disabilities Act, is not acceptable since it does not meet the requirements of the resolution and, in fact, does not require a single barrier to be removed, ever.

- and further -

That the funding formula for the public school system be adjusted to allow for all additional expenses in that regard.

- and further -

That the above-noted resolution be forwarded to all school boards in Ontario for their support, and to the Premier of Ontario.

Sincerely,


Barry C. O'Connor
Director of Education

/dmk



**GRAFF ARCHITECT
INCORPORATED**

627 MAIN STREET EAST
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**PROPOSED NEW
WATERDOWN
ELEMENTARY SCHOOL**

**FUNCTIONAL PROGRAM
FACILITY DESCRIPTION
PLANS AND ILLUSTRATION**

June 10, 1999

FUNCTIONAL PROGRAM

WATERDOWN ELEMENTARY SCHOOL PRELIMINARY PROGRAM

Project No.9907

Revised June 10,1999

NUMBER OF ROOMS	ROOM	PUPIL LOADING	AREA	COMMENTS
CLASSROOMS				
13	Standard Classrooms	13 X 25	13 x 70 m ²	Sink in all classrooms. Teachers closet, book storage below chalkboard.
3	Kindergartens	3 x 25	3 x 110 m ²	Includes 2 piece WR, Coatroom.
2	Special Education	2 x 9	2 x 70 m ²	Identical to Standard Classroom.
1	Withdrawal Room	0	1 x 16 m ²	Adjacent to Special Education.
1	Science Lab	1 x 25	90 m ²	Perimeter counter + demo desk.
1	Art Room	1 x 25	90 m ²	2 sinks, Paper storage, counter.
1	Preparation Room	0	30 m ²	Common for science lab and art room. Includes Kiln.
1	Family Studies	1 x 25	100 m ²	Demo desk, 2 kitchens, W D, sewing machines storage
1	Technology	0	100 m ²	
1	Music Room	1 x 25	100 m ²	
GENERAL PURPOSE AREAS				
1	Double Gym	0	588 m ²	Curtain.
2	Instructor change rooms		2 x 16 m ²	Include toilet, shower, lockers.
2	Change Rooms		2 x 50 m ²	Include benches,
1	Gym Storage		50 m ²	
1	Stage	0	100 m ²	Folding partition to gymnasium. Chair rolls under stage.

WATERDOWN ELEMENTARY SCHOOL PRELIMINARY PROGRAM

Project No.9907

Revised June 10,1999

NUMBER OF ROOMS	ROOM	PUPIL LOADING	AREA	COMMENTS
RESOURCE CENTRE				
1	Library		200 m ²	
1	Library Work Room		20 m ²	
1	Seminar Room		1 x 20 m ²	
1	Computer Room		60 m ²	Adjacent to library.
ADMINISTRATION AREA				
1	General Office		45 m ²	
1	Principal's Office		18 m ²	
1	Vice-Principal's Office		12 m ²	
1	Work Room/Copier		20 m ²	Hall access.
1	Sick Bay/Health Room		15 m ²	Cot, Counter with sink.
1	Orthopaedic Washroom		15 m ²	Handicapped toiled, Pressalit sink, provision for power operated change table.
GUIDANCE				
1	Resource Room		39 m ²	
1	Conference Room		20 m ²	Separate access.
STAFF AREA				
1	Staff Room		100 m ²	

WATERDOWN ELEMENTARY SCHOOL

PRELIMINARY PROGRAM

Project No.9907

Revised June 10,1999

NUMBER OF ROOMS	ROOM	PUPIL LOADING	AREA	COMMENTS
2	Staff Washroom-Male			1 on each floor. 1 toilet, 1 urinal, 1 sink.
2	Staff Washroom-Female			1 on each floor. 2 toilets, 1 sink.
CARETAKING AREA				
1	Caretaking Room		15 m ²	
1	Custodial Room		5 m ²	At 2nd floor - can be part of mechanical room.
STORAGE AND SERVICE AREAS				
2	Academic Storage		2 x 15 m ²	One on each floor.
1	Communication room		10 m ²	
1	Exterior Storage		15 m ²	
1	Mechanical Room			
1	Sprinkler Room			
1	Electrical Room			
	Garbage Storage			Exterior fenced area.
STUDENT WASHROOMS				
2	Male Washrooms			1 on each floor. 15 urinals & toilets total (for 400 male pupils).
2	Female Washrooms			1 on each floor. 15 toilets total (for 390 female pupils).
518				

**WATERDOWN ELEMENTARY SCHOOL
PRELIMINARY PROGRAM**

Project No.9907

Revised June 10,1999

EQUIPMENT:

Lockers: Single tier shared by 2 students (2 shelves)

Cubby Holes for Kindergarten

Elevator: Size to accommodate floor cleaning machine.

EXTERIOR AMENITIES:

Soccer Field: 300' x 180' + 30' and zones + 15' side zones. Handicapped accessible.

Bus Drop Off:

Kindergarten Drop Off: 5 min . Parking

Paved Play Area:

Parking: After hour parking on play area

Fencing:

PROVISION FOR PORTABLES P.A., Power, Fire Alarm.

Excel:v:\1999\9907\00general\Classroom needs chart

FACILITY DESCRIPTION

FACILITY DESCRIPTION

THE SITE

The site for the new elementary school is adjacent to the Waterdown High School's southwest property line. Although this site is configured to have access to a future street to be located south west of the site, it is not known at the present time when this street will be built. Therefore we must consider the site as being accessible only from the high school site. The major topographical feature of the site is a significant slope of over 8m from the north to the south, the north corner being almost the top of a hill.

PROPOSED SITE DEVELOPMENT

The proposed two storey elementary school is located near the north corner of the site. The floor elevations will be identical to the high school's, allowing for a potential future addition that could link the two buildings. The space between the two buildings, which is partially paved, could be used to locate portables if required.

The high school roadway and parking are extended into the elementary school site to provide a bus drop-off area and additional parking spaces as required for the new school.

We have met on several occasions with the YMCA's representatives and their architects and we have determined that it would be in the best interest of both parties to:

- Share a common access to Parkside Drive. The existing high school access could be modified to provide turning lanes and the intersection could be signalized with traffic lights.
- Share a driveway along the southeast property line of the elementary school, providing a future access to the future street to be built.
- Share a driveway along part of the high school southwest property line allowing an extension of the existing parking.

We have maximized the number of parking and are proposing more parking spaces than required for the new elementary school, since some existing parking spaces will be eliminated to accommodate portables for the high school.

The kindergarten area has it's own entrance, a small drop-off parking and a separate fenced play area which has a favorable east, south and west orientation.

The soccer field will require some cut and fill to provide a level playing surface.

A paved play area is centrally located along the gymnasium exterior wall. Basket balls backboards and nets can be secured to this wall, easily making it an extension to the paved play area. The play area has an excellent orientation and is easily accessible from the school's two stairwells.

The proposed site development complements the high school design and the proposed YMCA, with the new elementary school highly visible entrance balancing with the high school's entrance. The kindergarten area is clearly visible at a distance with the use of a structure exposed curved canopy.

THE BUILDING DESIGN

The popular U shaped corridor design allows for a compact and efficient use of space, primarily when incorporated in a two storey building as is the case with this design.

The main assembly area (the gymnasium and stage) is centrally located and is partially surrounded on three sides and on both floors by a corridor system that serves all the areas of the school. The fourth wall of the gymnasium is an exterior wall and provides access to the play area.

Ground Floor

The main entrance is highly visible and faces directly to the main driveway/bus drop-off area. The entrance lobby is generously sized and provides access to:

- The administration area at the front of the school.
- The gymnasium/assembly area.
- A corridor to access the kindergarten area.
- The main corridor system of the school.

The kindergarten area, which has three classrooms, is connected but functionally independent of the school with its own entrance, corridor system and access to the fenced play area. Each classroom has it's own coat area and washroom.

The six classrooms on the ground floor are standard classrooms to be used by the younger pupils (grade 1, 2 and 3). These classrooms are all equipped with a sink, a teacher closet and book shelves below the chalkboard.

The two special education classrooms are identical to the standard classrooms, however they share an orthopaedic washroom and a withdrawal room.

The double gymnasium is large and high, is equipped with a rubberized sports floor and a retractable curtain. It is complemented by a large gymnasium storage, change rooms and instructors' offices.

The washrooms, change rooms and gym instructor's offices are accessible from the gymnasium and from the corridor.

The stage is raised approximately three feet from the ground floor and is accessible from the gymnasium, from the corridor and also by the elevator that serves the first and second floor. It is separated from the gymnasium by a folding partition, allowing it to be used also for instructional purpose if necessary.

The staff room is generous in size and is equipped with a kitchenette. Staff washrooms are provided on both floors.

The number of plumbing fixtures has been calculated to accommodate future portables or addition.

Second Floor

The second floor contains the balance of the classrooms; six standard classrooms, specialized classrooms and the library resource centre.

The art room and the science room share a preparation room equipped with a kiln. Both rooms will be equipped with counters and sinks.

The family studies room is equipped with a demonstration desk, two “kitchens”, washer and dryers and provision for sewing equipment.

The technology room will have sufficient mechanical and electrical provisions to be flexible for different teaching programs.

The music room will have a higher ceiling and will be treated for improved acoustics.

The library resource centre is composed of several complementary rooms:

- The library with the book stacks and the reading area overhanging the main entrance and with a panoramic view of the high school, sports field and the surrounding area.
- A seminar room and a librarian work room.
- The computer room is separated from the library by a glazed partition.
- A resource room can also be used for other functions.
- The mechanical room is centrally located and will house the heating, ventilation and air conditioning equipment.

EXTERIOR APPEARANCE

We are proposing to use materials and colors similar to the adjacent high school. However, we are changing the location, the proportions and the dimensions of the windows, the horizontal bands and are introducing a different window perimeter masonry detail.

The introduction of architectural curves at the two exterior features; the main entrance with the library curtain wall overhang and the kindergarten canopy in opposition to the peaked roofs of the high school, will provide the elementary school with it's own identity.

GROSS FLOOR AREA AND ESTIMATED CONSTRUCTION COST

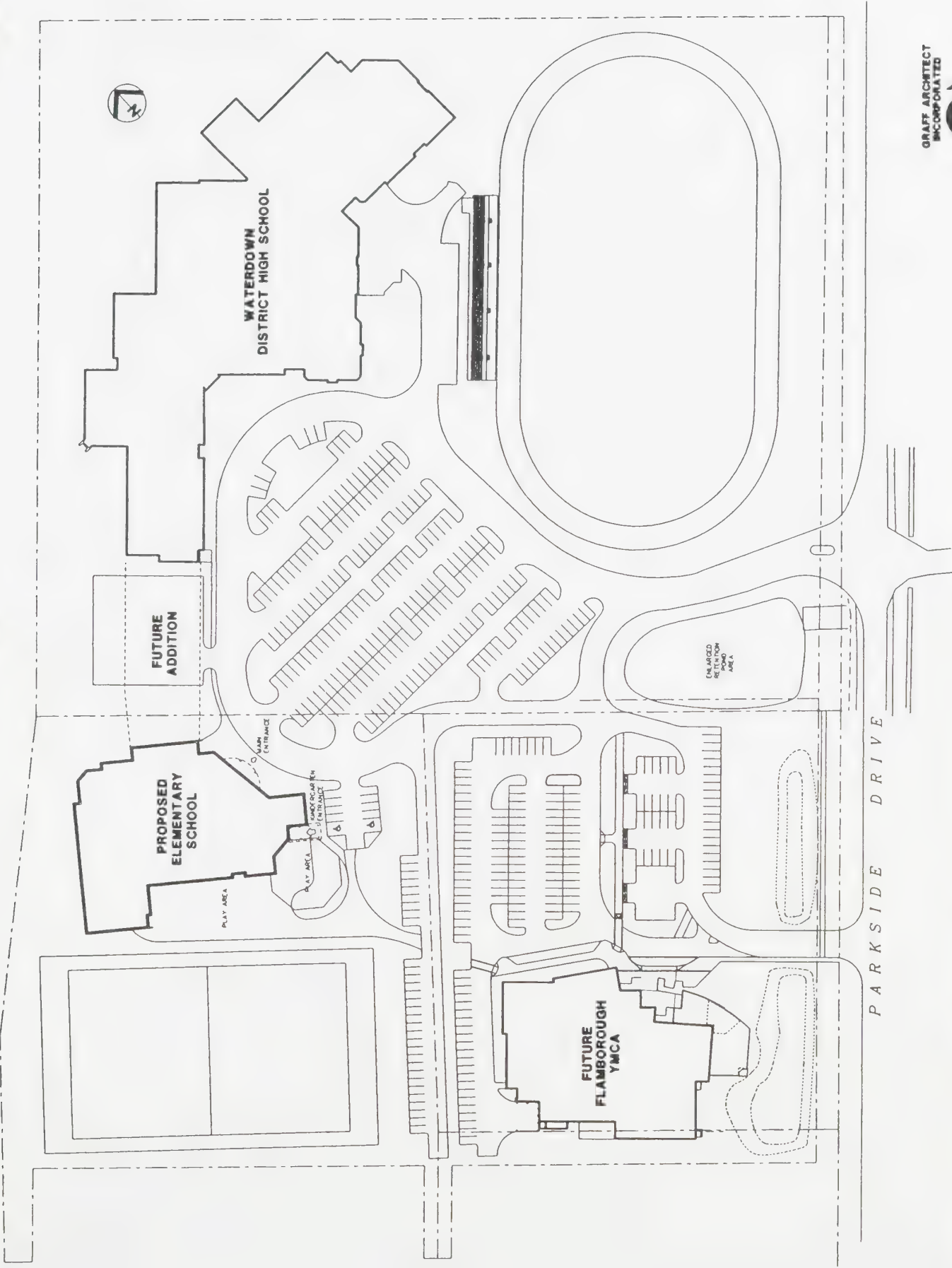
We have calculated the areas as follows:

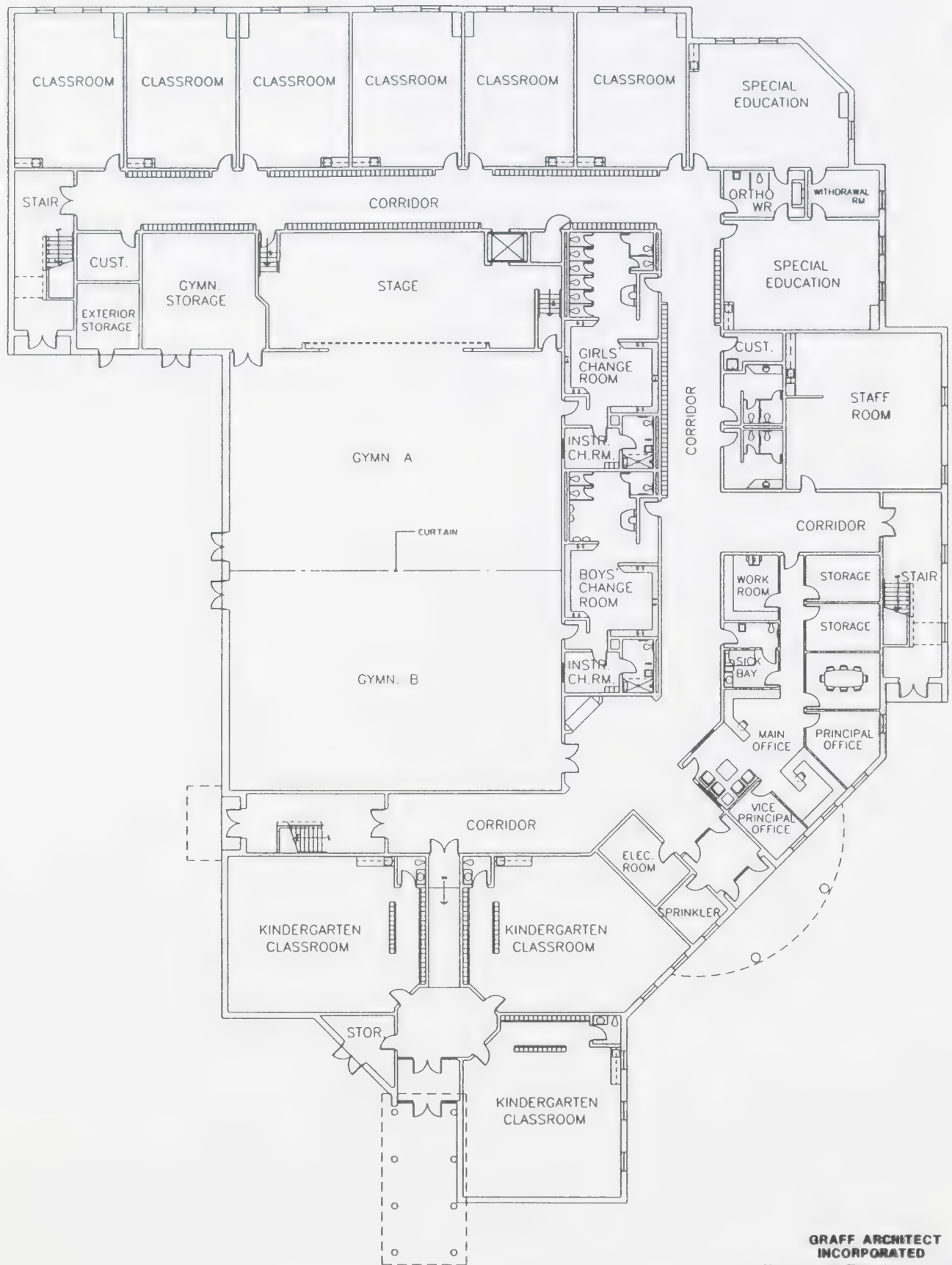
Ground Floor	3118 m ² (33,563 S.F.)
Second Floor	<u>2314 m² (24,908 S.F.)</u>
Total	5432 m ² (58,471 S.F.)

This preliminary design and the above noted area calculations confirm our preliminary estimated construction cost of \$5.7 million.

PLANS AND ILLUSTRATION

PROPOSED ELEMENTARY SCHOOL - WATERDOWN

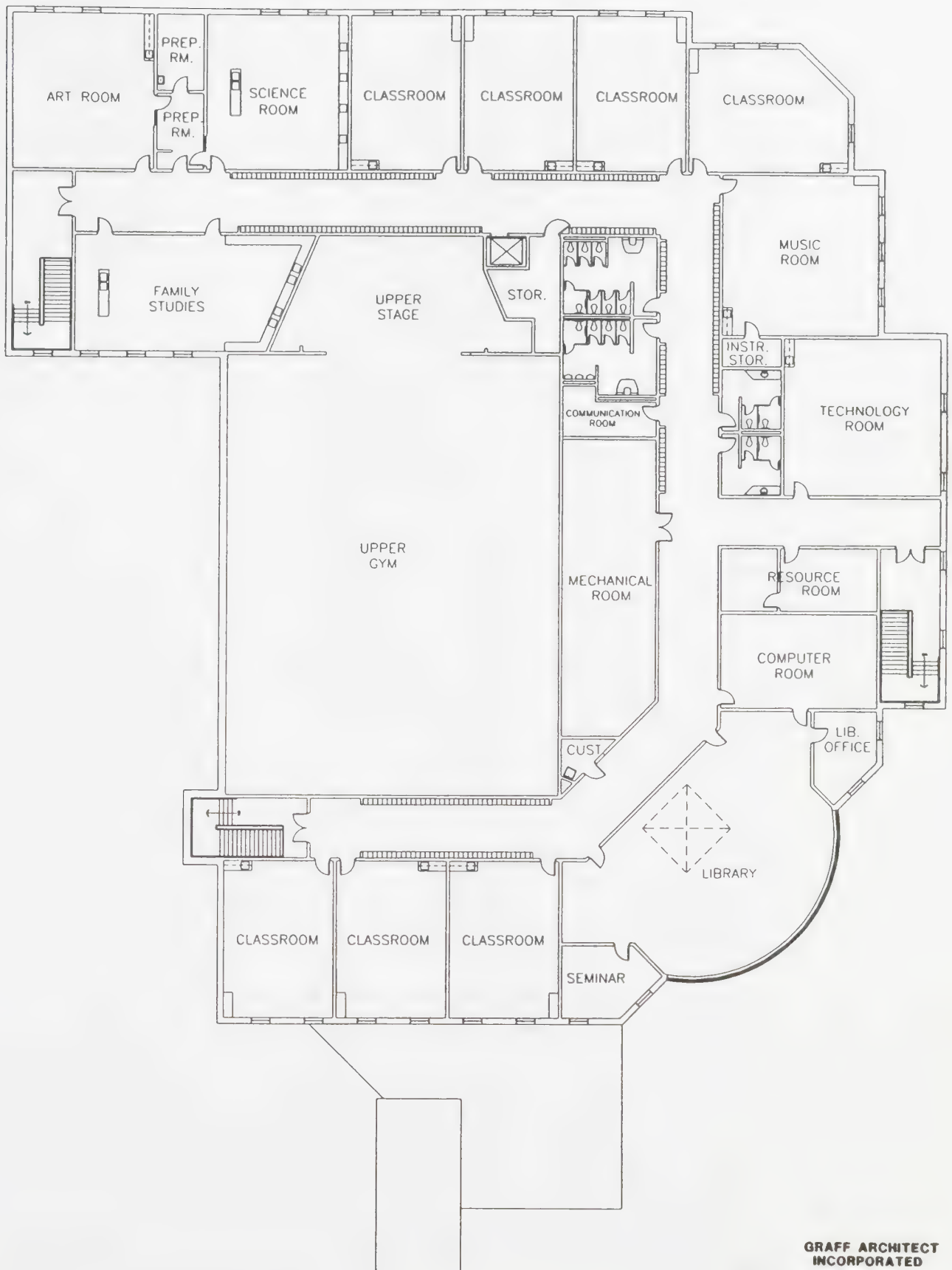




PROPOSED GROUND FLOOR PLAN

GRAFF ARCHITECT
INCORPORATED

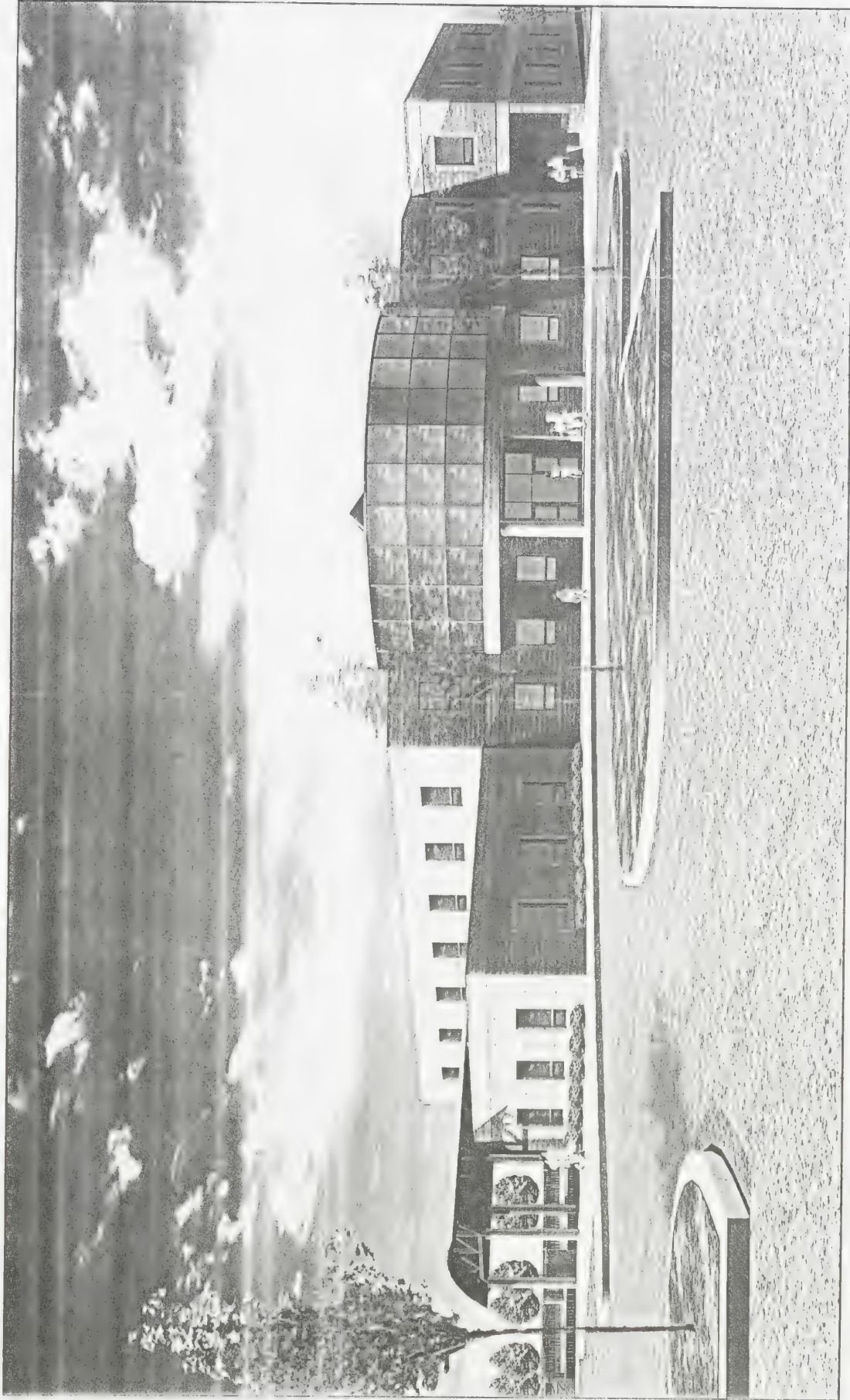




PROPOSED SECOND FLOOR PLAN

**GRAFF ARCHITECT
INCORPORATED**





GRAFF
ARCHITECT
INCORPORATED



PROPOSED ELEMENTARY SCHOOL - WATERDOWN

MINUTES OF THE BUSINESS COMMITTEE
MAY 20, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone and Bruce Wallace.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. O'Connor, Manager of Design Services

D. Sage, Manager of Accommodation and Planning.

The Chair called the meeting to order at 7:02 p.m.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of April 22, 1999 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved.

CARRIED.

ACTION ITEMS:

5. Five-Year Building Renewal Program

The Chair alluded briefly to her participation as a member of the sub-committee which reviewed and offered input to this program.

In providing an overview of the draft report, A. Cupido emphasized that this plan constitutes sensible planning and meets the Ministry's requirements for an accountability framework. He then commended the efforts of all members of the sub-committee tasked with the development of this draft five-year plan, stating they will continue to work towards the completion of the final plan.

After he was introduced to the members, Tim Detlaff, Vice-President of Physical Planning Technologies Inc. reviewed the salient details of the Executive Summary Report and presented charts which included: (a) Age Profile for Institution, (b) 5-Year Costs by Discipline, (c) 5-Year Priority Distribution, (d) 5-Year Template Distribution, (e) 5-Year Renewal Priority vs. Budget

Comparison, (f) 25-Year Cost Profile, (g) 25-Year Cumulative Priority Renewal vs. Available Funding and (h) Backlog Funding Models and Facility Condition Indexes.

In speaking to the proposed Five-Year Building Renewal Program, D. O'Connor noted the following:

- ⇒ In terms of the life cycle of the buildings, the review will be looking at the process of maintaining existing inventories and identification of building renewal priorities.
- ⇒ The five-year plan will provide an opportunity for continued review and revision of this document. The database will continually be improved, particularly in terms of reliability. Subsequently, this process will assist in determining the appropriate actions and decision-making, both in the short and long-term time frame.
- ⇒ Work will be focused on validating available information and commencing the review of capital projects for the period September 1, 1999 to September 1, 2000. There is still a need to firm up future capital plans and set up the budget for these. Given the funding restrictions, it is important to develop sound strategies in prioritizing the required capital projects across the system.

A. Cupido referred to the recommendations in the report, stating that, from the sub-committee's perspective, this is a manageable process and that the final document presented to this Committee in June will include a substantial amount of information relating to the key issues around this plan.

On behalf of the members, the Chair thanked the presenters for the comprehensive report.

It was moved by Hicks That the Draft Five-Year Capital Building Renewal Program be accepted as information.
CARRIED.

It was moved by L. Peddle: That the final Five-Year Capital Renewal Program be presented to the June 17, 1999 Business Committee for approval and implementation.
CARRIED.

6. Accessibility (Barrier-Free) "Pathways" Policy

In providing an overview, M. Botting explained the process undertaken in vetting this document to all stakeholders. She noted that the Special Education Advisory Committee strongly believes that accessibility should be available for the whole system. M. Botting then expressed appreciation for the efforts of all those involved, particularly the close co-ordination provided by D. O'Connor for this project.

A. Cupido emphasized the Plant Services' commitment to this undertaking. Foreseeing that our board will go a long way to make our schools the model in terms of accessibility, he indicated that appropriate funds and provisions will be allocated every year for this plan to ensure that special needs students and the community are served in this regard.

It was moved by H. Bullock: That the Accessibility (Barrier-Free) "Pathways" Policy be approved.

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to educate all students whenever possible in the home school. The ideal would be to provide the student independent barrier-free access to all aspects of the school's programs. The Board is to have an ongoing strategic plan to new construction and renovation projects that includes barrier-free accommodation.

Expressing appreciation for the enormous support and efforts of Plant Services in the development of this policy, one trustee felt this policy should encompass the whole school system and that consistency permeates our board's student placement process.

In response to further questions, the following clarifications were offered:

- ⇒ The implementation of the Pathways plan will be correlated with the Building Renewal program. Starting in September of this year, the specific Pathways schools will be identified and a follow-up report will be presented to the Board.
- ⇒ The Individual Education Plan (IEP) will recognize student needs and should provide direction for the school. The plan is intended to address the specific requirements of special students as well as to identify and consolidate the needs in other circumstances across the system. Within the available resources, strategies will be directed to where placements should be and focused on the unique situation of each child.
- ⇒ The term "Pathways" has become part of the Special Education language; it is considered a welcoming word which suggests that there is a way for students to enter the schools, i.e. that the place is accessible.
- ⇒ This Pathways document has been perceived as significant for the community because the student needs are considered here in conjunction with program requirements. The Identification, Placement and Review Committee (IPRC) process is considered the best avenue for reviewing the student needs and this should be done on a yearly basis. Throughout the whole process, the parent's choice/option in terms of placement for the child should always be recognized.

The motion was put to a vote and was CARRIED.

7. Procurement Policy

D. Grant presented the report.

It was moved by R. Woodworth: That the draft Procurement Policy be referred to the Joint Advisory Committee.

As a member of the Procurement Policy Committee, H. Bullock expressed her regrets for not been able to attend the committee meetings due to a conflict. She then voiced her commendation and support for the report.

Although advised that the concepts relating to the code of ethics for purchasing and tendering transactions are embodied in the draft Procurement Policy, one trustee suggested that this policy include a clear statement that our board's purchasing process and procedures meet the requirements of the Purchasing Management Association of Canada.

To the motion, CARRIED.

8. Education Development Charges Report

D. Grant reviewed the report.

It was moved by W. Hicks: That the Education Development Charges Report dated March 31, 1999 be received and filed.

In response to the members' questions and concerns, clarifications were provided as follows:

- ⇒ The Ministry's current regulations restrict the use of EDC monies to acquiring new sites and for our board to be eligible to pass an EDC by-law, our total enrolment must exceed capacity.
- ⇒ The Board's share of the EDC funds amounts to about \$3 million. This total is reflected in two separate accounts (i.e., Residential plus Commercial).
- ⇒ The EDC figures for The Hamilton-Wentworth Catholic District School Board are included in the report because our board and the separate school board are required by the Ministry to jointly manage the EDC accounts.

Responding to a query, the Chair of the Board confirmed that he regularly contacts the Ministry regarding the Board's EDC letter.

To the motion, CARRIED

9. Name Change of Fairview and Glenwood Schools

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the name change of Fairview School to Glenwood School, effective September 1, 1999, and re-establish the name of Maple Lane School to the current Glenwood School building.

CARRIED.

10. Fessenden Elementary School Creative Playground

A. Cupido presented the report. He advised that the estimated cost involved in this proposal is in the range of \$25,000 to \$50,000, noting further that this project will be at no cost to our board.

It was moved by R. Woodworth: That the Fessenden Elementary School Parent Council/Home and School groups be permitted to install a creative play structure on the Fessenden Elementary School Grounds as outlined.

When one member emphasized the significance of community input, A. Cupido remarked that because this structure is intended to provide recreation for the children in the area, it will be ensured that its location and installation will pose no conflict and meet the expectations of this community.

Responding to one trustee, A. Cupido confirmed that the CAN/CSA standards are reviewed annually and this report referred to the 1998 standards. He assured the members that the Plant Department will maintain safety of the play structure through annual inspection by an outside firm.

On behalf of the members, the Chair thanked the Fessenden Elementary School Parent Council/Home and School groups for this initiative.

To the motion, CARRIED.

11. Barton Secondary School, Phase 1, Renovations – Tender Results

In reviewing the report, A. Cupido noted that the actual cost of this project is \$1,264,794, inclusive of GST.

It was moved by L. Peddle: That the tender submitted by STF Construction (Hamilton, Ontario) be accepted and that a contract be awarded to this firm to complete the Barton Secondary School – Phase 1 Renovations project.
CARRIED.

12. March 31, 1999 Enrolment Report

D. Grant reviewed the report and then responded to the members' questions.

It was moved by H. Bullock: That the enrolment summary for March 31, 1999 be received for information.

Although appreciative of the report, J. Bishop felt it would be helpful if information on the number of classes by grade is added to this report. Drawing attention to secondary schools with a range of 21 to 27 OAC students and other schools bearing larger number of students, she wondered what steps are being taken in looking at the OAC programming to ensure quality program delivery.

The Director indicated that this issue will be addressed within the context of reviewing accommodation, enrolment statistics and viability of programs as well as the Five-Year Building Renewal Program which was considered earlier.

To the motion, CARRIED.

At this point, D. Grant requested clarification from the committee on the additional information requested.

One member suggested that school principals could provide this information based on documentation compiled by their schools.

One trustee indicated her preference that additional class size information be provided in the Enrolment Report.

Another trustee considered this information irrelevant to enrolment as it pertained to allocation of students by school.

J. Bishop stressed the significance of the information on the average class size by grade for both the elementary and secondary schools, particularly in terms of generating funding grants, planning and understanding what is actually happening in our schools and communicating the information to constituents.

After further discussion,

It was moved by H. Bullock: That the average class size by grade information be added to the October and March enrolment summaries.

CARRIED, 3 IN FAVOUR, 2 OPPOSED.

13. Red Hill/Bagshaw Schools Move

W. Joudrie presented the report.

It was moved by R. Woodworth: That the last instructional day at Red Hill School be Friday, June 25, 1999.

CARRIED UNANIMOUSLY.

CORRESPONDENCE:

14. Waterdown District High School School Council re Common Driveway

D. Grant stated this correspondence pertains to a common driveway for the school, YWCA and the proposed new elementary school in the area. The Waterdown District High School Council strongly supports the common driveway. Stating this letter was presented for the trustees' information/awareness, D. Grant indicated that administration will inform the school council that the common driveway issue will be addressed as part of the potential new school project.

Responding to a query, D. Grant clarified that safety and other concerns relating to the common driveway will be taken into consideration once the design concept for the new school is received and presented to the Board for approval in June 1999.

15. Public Questions for Clarification

Nil.

At this point in the meeting, B. Wallace drew attention to the June 17, 1999 Business Committee meeting which is the same night when the Elementary Teachers' Retirement Reception will take place. He said the Board may wish to move the starting time of the meeting to later than evening in consideration of this event.

The Chair of the Board agreed to take this under advisement.

It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.

CARRIED.

The open session then adjourned at 8:30 p.m.

CAB ON HW W26
A33B
1999

**URBAN
MUNICIPAL**

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

September 16, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of June 17 and June 23, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

DELEGATION:

5. Transportation Issue from Brenda J. Paraszczuk

ACTION ITEMS:

6. Dispatch Centre for Administration of Occasional Teacher Assignments D. Grant
7. 1999-2000 Renewal of School Boards' Copyright License D. Grant
8. Transportation Policy D. Grant
9. Instructional Facilities Review: D. Grant
 - Action Plan
 - 1998/99 Accommodation Report
10. Education Development Charges D. Grant
11. O.P.S.B.A. 1999/2000 Membership Fees D. Grant
12. Westdale Request for a Liquor License K. Waters
13. City-Wide Choir K. Croxall

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

14. Public Questions for Clarification

Future Meetings:

Board	September 23, 1999	8:00 p.m.
Special Education Advisory Committee	September 29, 1999	7:15 p.m.
Education Committee	October 7, 1999	7:00 p.m.
Board	October 14, 1999	8:00 p.m.
Business Committee	October 21, 1999	7:00 p.m.
Special Education Advisory Committee	October 27, 1999	7:15 p.m.
Board	October 28, 1999	8:00 p.m.

Principal of Hillcrest School. He advised that, due to a previous commitment, D. O'Connor was unable to attend the meeting.

Expressing her appreciation for the opportunity to represent the Hamilton-Wentworth Elementary Principals' Association in the sub-committee, S. Cole discussed the review process undertaken by the sub-committee, particularly the collection and processing of data from the schools.

It was moved by R. Woodworth: That Year 1 of the Five-Year Capital Budget Renewal Program be accepted for implementation commencing September 1, 1999.

A. Cupido clarified for one trustee that Year 1 would cover those items listed on Pages 1 to 7 of the June 10, 1999 Report re Ranked – Year 1 Costs > \$5,000, Urgent and High Priorities by Institution. He emphasized that the main focus of the renewal plan should be how to best allocate the available funding to meet the renewal needs across the system. He added that \$1.5 million has been earmarked for building repairs.

When one member inquired about the asbestos removal issue at Mountain View School, A. Cupido affirmed that the asbestos work will be completed this summer and that the cost of this project is within this year's capital budget. He indicated further that it was deemed appropriate to allocate additional funds for further repairs relating to asbestos removal.

In response to a question, A. Cupido advised that the cost (which is within the range of \$3,000-\$5,000, depending on the size of the technical audit) of training staff to complete additional technical audits is already incorporated in the total cost for Year 1.

R. Woodworth accepted the following as friendly amendments to his motion:

L. Peddle: Inserting the phrase "(Pages 1-7 of the June 10, 1999 Report)" after the word Program.

H. Bullock: Adding the phrase "at a cost not to exceed \$6,689,300" at the end of the motion.

Responding to further questions, A. Cupido offered the following clarifications:

- ⇒ All exigencies with respect to building renewal needs will be addressed on an as-needed basis and updates provided to the Board through the annual review of the Renewal Plan.
- ⇒ The review process involves technical priority functions due to itemization of a continuum of projects, costs, contingency of repairs, functions of safety and implications of repair. Given its extensive nature, a review process has not been incorporated in the renewal plan in order to provide staff sufficient time handling and addressing the needs across the system; hence, creating a balance throughout the review process.
- ⇒ Consistency was maintained in all aspects of the review by the sub-committee, particularly in the collection and sorting of information from the schools. With respect to larger projects, these will have to be prioritized for the next year.
- ⇒ Any changes to Year 1 Capital Plan will be brought before the Board with appropriate rationale.
- ⇒ In compliance with the Ministry's accountability framework, submission of our board's report on Building Renewal Program will be done on an annual basis. This report is required by the Ministry to assist in its inventory of school boards.

To the motion, as follows, CARRIED UNANIMOUSLY:

It was moved by R. Woodworth: That Year 1 of the Five-Year Capital Budget Renewal Program (Pages 1-7 of the June 10, 1999 Report) be accepted for implementation commencing September 1, 1999 at a cost not to exceed \$6,689,300.

6. Banking Proposal

I. Polidori presented the report.

It was moved by H. Bullock: That the proposal from the Canadian Imperial Bank of Commerce for banking services be approved for the five-year period ending June 30, 2004.

In reply to a query, I. Polidori informed the members that Royal Bank was the other bank short-listed. A request for proposal (RFP) for banking services had been issued per the recommendations approved by the Local Education Improvement Committee (LEIC).

To the motion, CARRIED UNANIMOUSLY.

7. Auditor Selection Process

I. Polidori reviewed the report.

Although she was prepared to move the recommended action in the report, L. Peddle noted her preference to have a detailed recommendation which would focus clearly on the selection process.

In response to concerns, D. Grant indicated that the members may wish to consider the second bullet under Recommended Selection Process in lieu of the recommended action outlined in the report.

L. Peddle agreed to make the motion with some alterations in the wording.

It was moved by L. Peddle: That the Board approve the establishment of a selection committee of administration and trustees to evaluate the firms short-listed (i.e. the outcome of the Request for Proposal (RFP) process) and prepare a recommendation for Board consideration.

R. Woodworth called the question and it was **CARRIED**.

To the motion, CARRIED UNANIMOUSLY.

8. Proposed Elementary School - Waterdown

In providing an overview of the report, D. Grant indicated that, upon Board approval of the recommended actions, administration will be in a position to proceed with this project. Once the tendering process is completed, a construction contract will be presented to the Board for approval either in September or October of this year.

D. Grant introduced Maurice Graff, Architect – Graff Architect Incorporated, who presented the design of the proposed new elementary school in Waterdown.

M. Graff provided the following clarifications in response to the members' questions:

⇒ It was gleaned from a recent meeting with the YMCA architects that it would be preferable with YMCA to share a common roadway with the proposed school to accommodate turning lanes.

- ⇒ Relative to the parking issue, it was determined that the busy times for YMCA will likely not coincide with school time. Traffic was a major component in the development of the design and assessment of the whole site/location. If modifications are required later, there will be minimal costing implications.
- ⇒ In terms of safety, the school location is so remote from the main traffic routes. The walkways will have minor cross ways and no major traffic access. The design is also in compliance with the building and safety code requirements.
- ⇒ Based on the design presented, Graff Architect Inc. will be able to meet the Board's September 2000 timeline. However, it is imperative that construction commence before winter. It is also important to select contractors of good reputation. Consequently, contractors will be subject to a prequalification process.
- ⇒ Land development around the school site will not be permitted until the sewer issue is resolved.

When the discussion focused on portables, D. Grant clarified that the 3 portables scheduled for the site by September 1999 are intended to meet the accommodation needs of Waterdown District High School.

In reply to a query, M. Graff indicated that a second floor link could be established between the high school and proposed elementary school. This would provide an additional 14-15 classrooms at an approximate cost of \$100,000 per classroom.

When one trustee suggested the school design incorporate a third floor to address future accommodation needs, K. Bain commented that administration is attempting to work within a certain dollar figure for this project. He affirmed that any modifications would entail cost implications.

One trustee noted the tremendous impact of the proposed new school to Waterdown District High School and inquired on the current capacity of the school.

K. Waters informed that the school is presently at 96-97 percent capacity; however, it will be difficult to predict at this time future accommodation requirements of this school relative to the proposed new school.

Noting the restrictive Ministry funding, one member encouraged the members to focus on what is available to our board for this new school project and then "see down the road how we can improve" as deemed appropriate.

To assist trustees in weighing the merits of portables, A. Cupido advised that, with the recent mould issues in the province, a new portable that would prevent mould would cost \$60,000. A permanent addition could be built for an additional \$40,000.

One trustee stated that the changes to the secondary school curriculum will create less enrolment in future years as the fifth year is eliminated.

One member noted that this school will not meet all of Flamborough's future accommodation requirements. Other sites will need to be considered at the appropriate time. Given the project cost, acreage available site characteristics and parking issues associated with the proposed school, capacity of 518 is likely appropriate.

It was moved by R. Woodworth: That the Board approve the construction of a new elementary school on the Parkside Drive site in Waterdown at a total project cost not to exceed \$7,500,000 to be funded from the Proceeds of Dispositions Reserve Fund.
CARRIED, 4 IN FAVOUR, 1 OPPOSED.

It was moved by R. Woodworth: That the Board approve the design of the proposed new elementary school in Waterdown as presented by Graff Architect Incorporated.
CARRIED UNANIMOUSLY.

9. Cold Drinks Vending Machines Proposal

In providing an overview, D. Grant noted the intent to assess the potential of replacing the existing contracts on vending machines across the system in a cost-efficient manner. He then called on M. Burjaw who reviewed the report and responded to the members' questions.

M. Burjaw clarified for one trustee that the options outlined in the report would allow principals flexibility in determining the specific needs of their schools. A third option, which was not mentioned in the report, would permit principals to sell at a lower price.

At this point in the meeting, the Chair requested R. Woodworth to assume the chair in order to participate in the debate.

In response to questions, it was concurred that proceeds would remain with the school that generated the sales.

One trustee voiced concern with the perception of inequity. He believed that meeting the needs of all students should always be the responsibility of the provincial government through the education funding model.

One member shared a similar concern, particularly the pressure which could arise among schools with the proposed commission selling. This trustee was also bothered with enticing school children to choose pop drinks rather than healthy/nutritious foods, recalling this area had been the focus of the former City Board's Food Committee. This member suggested getting input from school councils and the Home and School Council who are key stakeholders as well in this proposal.

A trustee stated that the junior schools will be disadvantaged with the proposal as they only have one vending machine which is used only by staff. Concerned as well with the health repercussions for the students, this trustee did not favour Pepsi-Cola or any other beverage firms to have a captive audience (i.e. students) in the schools. Recalling a presentation to the former City Board from SHAIR International Resource Centre regarding the boycott of Pepsi-Cola products in Burma and a similar incident in Ottawa, the trustee was worried that free enterprise is impinging the school system and this could threaten our education funding.

Responding to a question, M. Burjaw explained that if the Cold Drinks Vending Machines proposal is approved by the Board, this will apply to the whole system; the schools may decide to adopt the new process or not have a cold drinks vending machine at all. He indicated further that no school to date has a better deal than what is being recommended in the report. Based on his discussions with the principals, M. Burjaw stated that schools are not in favour of revenue sharing in terms of the cold drinks sale, preferring to spend the money for their specific school needs, e.g. school trips. The general view is that the students of the school accommodating the vending machine should benefit from any revenues generated.

(a) Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to reimburse personnel for reasonable expenses incurred while on Board business, in accordance with the Operating Procedures.

(b) OPERATING PROCEDURES:

3. Travel:

Travel costs by private automobiles will be reimbursed for kilometres travelled *as per the rate calculated by the Canadian Automobile Association (the national average based on an average annual driving distance of 32,000 kilometres).*

After some discussion on how the Committee should deal with the remaining agenda items,

It was moved by R. Woodworth: That a Special Meeting of the Business Committee be scheduled on Wednesday, June 23, 1999 at 7:00 p.m. to consider the balance of the June 17, 1999 agenda.

Upon consultation with the committee members, the Chair confirmed that there will be a quorum for the June 23rd special meeting.

To the motion, CARRIED.

Adjournment:

It was moved by L. Peddle: That the meeting be adjourned, this being done at 10:55 p.m.

MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE
JUNE 23, 1999

Those present: Lillian Orban (Chair), Heather Bullock (arrived at 7:10 p.m.), Wes Hicks, Laura Peddle (arrived at 7:18 p.m.), Reg Woodworth and Ray Mulholland (arrived at 7:49 p.m.).

Also present: Judith Bishop and Joseph Rogers.

Regrets: Janice Dewar.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), K. Bell (Superintendent of Education – City West), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 7:01 p.m., noting that this was a continuation of the June 17, 1999 regular meeting of the Committee.

2. Approval of the Agenda

It was moved by R. Woodworth: That the agenda be approved.
CARRIED UNANIMOUSLY.

ACTION ITEMS:

3. Education Development Charges Report

D. Grant presented the report.

It was moved by R. Woodworth: That the Education Development Charges Report dated April 30, 1999 be received and filed.
CARRIED.

4. Mohawk Trail Museum

In the absence of W. Joudrie, who was at a school graduation, D. Grant reviewed the report.

Expressing his anticipation for the report regarding the outcome of the study,

It was moved by W. Hicks: That the Mohawk Trail Museum issues be referred to the Educational Archive and Heritage Centre Committee for study.

Emphasizing the historical significance of the Museum, the Chair voiced her support for the recommended action.

To the motion, CARRIED.

5. School Facility Renewal Program – Boiler Replacement Change

A. Cupido presented the report.

It was moved by W. Hicks: That the 1998-1999 School Facility Renewal Plan be modified as shown in Appendix 2.

CARRIED UNANIMOUSLY.

6. Hess Street School – Playground Redevelopment

In reviewing the report, A. Cupido noted this project does not involve any cost to the Board.

It was moved by R. Woodworth: That the Hess Street School, in conjunction with the Hess Street School Council, be permitted to install a creative playground with an elevated protective barrier wall and a wildlife garden.

Responding to questions, A. Cupido offered the following clarifications:

- ⇒ The school and the School Council have been successful in raising about \$55,000 for this worthy project.
- ⇒ The City of Hamilton provided direction with respect to foundation and other related regulations.

To the motion, CARRIED UNANIMOUSLY.

7. Student Driver Approvals

In presenting the report, P. Gillie noted that the phrase "*is 18 years of age*" should be added to the recommendation after the phrase "provided the student" (third line).

It was moved by W. Hicks: That, effective September 1, 1999, Principals be authorized to give approval for a student to be a Volunteer Driver, provided the student is eighteen years of age, registered in the school, holds a valid Ontario Class G2 or G License and has submitted a completed Volunteer Driver declaration to the teacher in charge of the activity, for submission to the Principal.

[H. Bullock arrived.]

Responding to a question, P. Gillie affirmed that this issue is linked with and an integral component of the Student Trip Policy. As the Trip Policy will not be in place in September 1999 due to the need for inservice, approval of the recommended action in the report will provide for consistency in the schools when approving student drivers for school trips.

To the motion, CARRIED.

8. Community Partnership Proposal – Theatre Ancaster and Ancaster High School

K. Waters reviewed the report.

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board direct representatives from administration to enter into discussions with representatives from Theatre Ancaster to explore the possibility of developing a community partnership agreement to be brought for Board approval.

In reaction to a query, K. Waters recalled that the contract which the former City Board had with a Hamilton theatre group was drawn up during the construction of the auditorium at Sir John A. Macdonald School. The financial gain from this agreement benefited the completion of this auditorium. The proposed partnership with Theatre Ancaster will directly benefit Ancaster High

School. He added that this venture does not involve any costs to the Board and that the caretaking requirements will be the responsibility of Theatre Ancaster.

Although she considered this partnership positive and exciting, one trustee felt the Board should exercise caution in entering into this type of agreement, particularly with the new Policy on Community Use of Schools still awaiting development and Board approval.

[L. Peddle arrived.]

To the motion, CARRIED UNANIMOUSLY.

9. Glenwood School Creative Playground Structure

K. Bell presented the report.

It was moved by H. Bullock:

- (a) That \$30,000 previously dedicated to the movement and upgrading of the creative playground structure from Maple Lane School to Glenwood School be redirected to the purchase and development of a new creative playground structure on the Glenwood School site, and that any additional funds required for the installation of the creative playground be the responsibility of the Glenwood School Council**
- (b) That The Hamilton-Wentworth District School Board issue a letter to the City of Hamilton indicating support for a new creative playground structure on the Glenwood School site.**

CARRIED.

10. School Budget Surplus Carry Forward

In reviewing the report, K. Bain advised that Chedoke School should be deleted from the list of schools in the recommended action.

K. Bain clarified for one trustee that there is no cap on the established percentage of surplus budget that schools are permitted to carry forward into the next school year. The initial 10% of the surplus the schools are entitled to carry forward does not require Board approval; requests to carry forward an amount in excess of 10% must receive Board approval.

In reply to a question, K. Waters explained that all secondary schools are requesting this due to some deviations from their normal spending practices (e.g. moratorium in textbook purchase due to the delay in the implementation of the secondary school reforms). The surplus will address the eventual purchase of these textbooks.

One member received clarification that none of the elementary schools are carrying over their learning opportunities budget.

It was moved by H. Bullock: That the principals of the following schools be allowed to carry forward their school's budget surplus into the 1999-2000 school year:

Dundas Central
Queensdale
Rousseau
Glen Brae
Elizabeth Bagshaw
Eastmount Park
Robert Land
Mountain View
Dundas District
Glenwood
All Secondary Schools
CARRIED.

11. Planning Report

D. Grant called on D. Sage who reviewed the report and then responded to the members' questions.

One trustee recalled that during previous meetings between the former County Board and area councilors, the county was encouraged to challenge/object to the Region's planning/development projects if these pose significant impact to the Board. He wondered if the councilors are aware of the limitations placed on school boards in filing objections as a result of the recent changes to the Planning Act of Ontario.

It was moved by W. Hicks: That the recommended actions stated in the Planning Report for June 1999 be approved.

CARRIED, 4 IN FAVOUR, 1 ABSTAINED.

12. Verbal Update: Instructional Facilities Review

The Chair advised this item was requested by L. Peddle.

D. Grant noted the issue references the action plan for the review of instructional facilities the Board approved in March, 1999. The first elements of the Action Plan included the completion of data on the existing Board resources and instructional facilities. The accommodation review document, which is about 98% completed, will include a broad range of data, particularly on the use of Board facilities. This document will be reviewed by Executive Council next week with the objective of identifying examples of ineffectiveness and inefficiencies across the system. It is anticipated that a report will be forthcoming to the Board in September 1999.

L. Peddle referenced comments recorded in the Executive Council minutes and asked for a definition of the phrase "target list".

D. Grant indicated that Executive Council is working through the process and believed the comments described an example of one approach that may or may not make its way into the final report. The review is a 'work in progress' as Executive Council continue to grapple with this exercise.

L. Peddle emphasized that the goal should be to present the information to the public and then garner public input to help the Board find the solution to this problem. She questioned the use of the terms "a work in progress" and "grapple".

D. Grant reiterated that Executive Council is considering the data that defines the accommodation situation for the Board, interpreting that data to identify examples of inefficiencies and ineffective sites in accordance with the Action Plan approved by the Board.

The Director alluded to the many hours spent by administration in reviewing the accommodation data over a span of almost a year. Executive Council requires an opportunity to review this data with the view of identifying current inefficient accommodation situations. The Director assured the members that the accommodation document is being reviewed in accordance with the Board's direction last March and will be brought before the trustees for consideration in September.

Expressing her thanks for the update, L. Peddle was hopeful that the accommodation review will not be a tedious, repetitive process but will allow for ample public input. She alluded to a recent newspaper article she wrote where she expressed her views about this issue.

13. Correspondence from Limestone District School Board re Ontarians with Disabilities Act

It was moved by W. Hicks: That the Correspondence from Limestone District School Board re Ontarians with Disabilities Act be received and filed.

Noting the recently approved Accessibility (Barrier-Free) "Pathways" Policy, one trustee felt the Board should express its support for the resolution outlined in the letter instead of simply receiving and filing the correspondence. It was noted, however, that since this issue surfaced in February, this board's support would be redundant.

To the motion, CARRIED UNANIMOUSLY.

14. Classroom Computer Selection Results

When the Chair noted that W. Joudrie was not available to present this report, the Director advised that a number of Superintendents of Education attended school graduations tonight and this has delayed their attendance at this meeting.

[R. Mulholland arrived.]

D. Grant reviewed the report, recalling that the acquisition of computers for the classroom will be in accordance with the long-range plan previously approved by the Board.

It was moved by R. Woodworth: That JMG—Seanix be approved as the Classroom Computer for the 1999-2001 time period.
CARRIED UNANIMOUSLY.

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

15. Public Questions for Clarification

Nil.

It was moved by R. Woodworth: That the In-camera Session of the Special Meeting of the Business Committee be convened.
CARRIED.

The open session then adjourned at 7:56 p.m.

rt

D E L E G A T I O N

BUSINESS COMMITTEE
1999 09 16

#5

September 8, 1999

249 Miles Rd.
Hamilton, Ontario
L8W 1E2

Mr. Merv Matier
Director of Education
Secretary of the Board
The Hamilton Wentworth District School Board
100 Main St. West
Hamilton, Ontario
L8N 3L1

Dear Sir

Re: Transportation Policy

I would like to request delegation status at the next Business Committee Meeting scheduled for September 16, 1999. My concerns are with the duration of time that Elementary school children have to endure on the school bus. It appears no attempt has been made to meet the Transportation Regulations in Policy 12.01, Pg.6, Sec. 2(a), when determining bus routes and schedules.

I would also like to recommend that the Board investigate the unsafe methods of loading the students onto the school buses at departure time from school, in such cases as Mount Hope Public.

It has been apparent that there is no systematic check of how many students are on each school bus, and a breakdown of those students who are in grades 7 and 8. I feel that this information should be supplied to the school principal, bus drivers and the involved bus company, who all presently claim they do not receive this information.

5-1

Accompanying this matter, the policy does not appear to regulate the minimum amount of time students should be allowed to prepare for classes after arriving by bus. Nor is there any mention of preparation time prior to the buses leaving at the end of the day.

I would like these four issues dealt with, however my main concern is with the Board's refusal to reconsider and attempt to provide Transportation within the policy's guidelines of 45 minutes.

I would very much appreciate the opportunity to present these issues at your next meeting, and hopefully resolve the problems we are encountering at Mount Hope School.

Yours truly

A handwritten signature in cursive script, reading "Brenda J. Paraszczuk".

Brenda J. Paraszczuk
(905) 679-6823

PRESENTATION

Issues

1. Regarding the Board's Transportation of Mt. Hope School students as per attached Notice and a copy of the "pick up" and "drop-off" routes.

I would like to use the example of my 7 year old son in grade 3 and my 10 year old daughter in grade 6. Please note that my son is still a primary grade student. School hours are 8:30 a.m. until 3:05 P.M. The scheduled times for their pickup is 7:27 a.m. and "drop-off" at 4:13.

We are a seven minute drive from school, are on a main road with no access problems. Statistics regarding actual arrival and departure times from September 7, 1999 to September 16, 1999 will be presented at the meeting, as these times may vary from the schedule. Also note that 23 junior kindergarten and 27 senior kindergarten children are on staggered enrollment and have not been accounted for. More delays are expected even though the route will be better established.

- a) School Board Policy 12.01, Pg.6, Sec. 2a, states that no student, kindergarten to grade 6 will be expected to spend more than 45 minutes each way. My attached Notice and bus route copy will show that the board is expecting my children to be on a bus for more than 45 minutes. We exceed this in both directions. I have received no assistance from Krys Croxall, Superintendent, Melanie Kivell, Secretary to Krys Croxall, Arlene Young of the Transportation Department. I have also had to contact Mayor Glen Etherington, Councillor Cathy Denny, Trustee Bruce Wallace and Brad Clarke, M.P.P. However, as per the Superintendent, there will be no changes in the routes. Brad Clarke's office has also informed me that the provincial funding is not the problem as enrollment this year is down approximately .2 per cent and funding is up approximately .8 per cent. This policy does use the term "where practical". If funding is not the problem, and access to my home is not an issue, I would like to know why my children are expected, as per the notice attached, to endure this long bus ride.

- b) I have also been informed by Bruce Wallace , Trustee and Cathy Denny, Councillor, that it is the practice to administer a method of "first on should be first off." In my ten years of having my children bussed, this has never been applied on my children's routes.

I informed Superintendent Krys Croxall that I was willing to accept the morning route, which is over the time allowance, if they would adjust the afternoon route, however the request was denied. The only offer given to me was by Melanie Kivell, Secretary to Superintendent, stating that I would be allowed to drive my children to another stop. This was totally unacceptable. It would also be unacceptable to have them picked up at a corner on Miles Rd. due to high speed traffic. Especially when all other Bellstone and Mount Hope students on our country block , receive door-to-door service. Also worth noting is that when scheduling routes for Drop-off, no consideration appears to have been given to the fact that the Bellstone children have boarded the bus at least 15 minutes later than those from Mount Hope.

This issue has uncovered other problem areas that need to be addressed.

2. Arrival at school

Children should be allowed an acceptable amount of time for school preparation (i.e. lockers, washrooms, Bellwork) when delivered by the bus to their school. The Policy makes no mention to the minimal amount of time the children should be delivered to the school. I feel that this should be addressed and perhaps a 10 minute period of time be expected. In the previous years, after their long bus ride, my children would never arrive in time to address these issues.

3. Departure From School

In previous years, minimal amount of time was given to students to orderly collect their belongings, homework, washrooms before boarding the bus. I would like to ensure that this issue be considered .Until present, Mount Hope School's bell would ring, and 350 students would flood out the doors, rushing to 6 or 7 different buses, knowing that within 3 minutes the buses

would be leaving. Don't stop for homework books. Forget about the washrooms. The bus might leave without them again.

The kindergarten students are pre boarded at our school, however all other classes are released for all of the buses at the same time. I have had the chance to speak with our school principal regarding this matter. However, the Board should be involved with the safety aspect of this. It has been very common to see teachers flagging buses down and running the halls to check for missed riders. This issue needs two solutions.

- a) Proper amount of time for students to prepare for departure (approx. 10 minutes)
- b) Bus loading should be in an orderly efficient manner. All of the schools that I have contacted, practise a method of calling students to the foyer by Bus Number, and then each bus is loaded separately. The act of releasing so many students from grade 1 to grade 8 all at once, is unsafe. Not only does the bus miss some of the passengers, but it is very easy for the younger children to end up on the wrong bus. This should also minimize parking lot confusion and identify the pedestrian students.
4. Due to my investigation, I have found that there is no systematic check performed at different levels, to ensure the quantity of students per bus is within the safety standards. I am sure that this is considered when the routes are drawn up, however, this information has not been distributed to our school principal, nor to the bus drivers or the involved carrier. Each level should be in receipt of this information. Section 6, page 6 of Policy 12.1 also states that there should be no more than 48 grade 7 and 8 passengers. The routes should not only list quantity of students, but it should also state the number of students in these two grades, so that we may determine if the bus is safely transporting our students.

Example: If the bus route is to carry 56 students, this appears to be within the 72 maximum. However, if 48 of these students are in grades 7 and 8, then we are not following the policy.

When the buses transport all grades, a breakdown must be supplied so that a percentage can be arrived at to determine safe quantities.

5-5

In conclusion, since kindergarten, I have had to transport my son at least one direction a day, ... when possible. Last year, in grade 2, my son was so upset about arriving late, riding a bus for approximately 1 hour, and the fact that the bus would probably leave without him after school, that it was effecting his schooling. I consulted with his teacher for several weeks before it became obvious to us that the whole problem was created by the poor busing system.

I cannot continue to provide our own transportation and do not understand why I can't be supplied with safe efficient rides for my children.

I would also like to know what procedures other people should take if this situation is not resolved or if the circumstances worsen.

Please note that our loading method may be addressed by our principal before this meeting commences. However, I feel that this should be monitored.

Thank you very much for this opportunity to address the committee and I hope all my voiced issues will receive your attention.

A handwritten signature in cursive script, reading "Brenda J. Paraszczuk". The ink is dark and the signature is fluid.

Brenda J. Paraszczuk



5-6
THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 MAIN STREET WEST, P.O. Box 2558
HAMILTON, ONTARIO L8N 3L1

TELEPHONE: (905) 387-3556
FAX: (905) 521-2536

Transportation Department

July 1999

Please be informed of the following bus route information for September 1999. Note that the schedule has been changed to incorporate the revised school bell times.

School: Mount Hope
Bus Company: Wills Bus Lines

Pick-up

Bus Stop Location: 249 Miles Road
School Bus Number: 6-MTHOPE
Time: 7:29 am

Drop-off

Bus Stop Location: 249 Miles Road
School Bus Number: 1-MTHOPE
Time: 4:13 pm

Please:

- a) Note that the stated times above are approximate. Arrive early at the bus stop.
- b) Keep this letter for future reference.
- c) Contact the Transportation Department for issues such as: change of address or school, requests for stop location changes.
- d) Contact the bus company for issues relating to driver conduct, scheduling etc.
- e) The Junior and Senior "Kindergarten First Rider" program will be held on August 21, 1999. Please contact the bus company to pre-register.

Transportation Department: (905) 387-2737 or (905) 387-3556

Laidlaw Transit Limited: (905) 522-3232
Attridge Transportation Inc: (905) 333-4047
Wills Bus Lines Limited: 1-800-897-5150
Sharp Bus Lines Limited: 1-800-525-5593

Parents or Guardians of:
Rachel Paraszcuk
249 Miles Road
Hamilton, On L8W 1E2

Pick-up Routes

5-7

MTHOPE

Seq no	Address	School	Stop code	Time
1	161 Miles Road	Mount Hope	48-6985	7:27 am
2	249 Miles Road	Mount Hope	48-1079	7:29 am
3	465 Miles Road	Mount Hope	48-1018	7:30 am
4	626 Miles Road	Mount Hope	48-0009	7:31 am
5	644 Miles Road	Mount Hope	48-1021	7:31 am
6	7170 Dickenson Road	Mount Hope	48-1001	7:33 am
7	7336 Dickenson Road	Mount Hope	48-1002	7:34 am
8	7344 Dickenson Road	Mount Hope	48-9600	7:34 am
9	7374 Dickenson Road	Mount Hope	48-1003	7:35 am
10	Dickenson at French	Mount Hope	48-1005	7:38 am
11	8515 Dickenson Road	Mount Hope	48-1007	7:40 am
12	8381 Twenty Road	Mount Hope	48-5584	7:44 am
13	8357 Twenty Road	Mount Hope	48-1159	7:45 am
14	8308 Twenty Road	Mount Hope	48-6924	7:45 am
15	Twenty Rd at Saveryn Rd	Mount Hope	48-8740	7:45 am
16	7332 Twenty Road	Mount Hope	48-9611	7:47 am
17	7298 Twenty Road	Mount Hope	48-9963	7:48 am
18	7268 Twenty Road	Mount Hope	48-1220	7:49 am
19	7242 Twenty Road	Mount Hope	48-1161	7:50 am
20	6058 Twenty Road	Mount Hope	48-8899	7:50 am
21	788 Nebo Road	Mount Hope	48-9962	7:55 am
22	660 Glover (G) Road	Mount Hope	48-9650	7:59 am
23	628 Glover (G) Road	Mount Hope	48-8543	8:00 am
24	564 Trinity Church Road	Mount Hope	48-9888	8:03 am
25	1105 Nebo Road	Mount Hope	48-7484	8:06 am
26	1169 Nebo Road	Mount Hope	48-5586	8:06 am
27	1525 Nebo Road	Mount Hope	48-5489	8:08 am
28	6250 Airport Road	Mount Hope	48-1072	8:12 am
29	6430 Airport Road	Mount Hope	48-6544	8:14 am
30	MOUNT HOPE		486-MTHO	8:20 am

Drop-off Routes

5-8

ut Route
-MTHOPE

Stop no	Address	School	Stop code	Time
1	MOUNT HOPE		481-MTHO	3:15 pm
2	2220 Miles Road	Mount Hope	48-1175	3:20 pm
3	BELL-STONE		431-MTHO	3:25 pm
4	<Mthp trans to 7,8>		431-MTH1	
5	2211 Miles Road	Bell-Stone	43-5264	3:34 pm
6	2101 Miles Road	Bell-Stone	43-6547	3:35 pm
7	6343 English Church Road	Bell-Stone	INSU-0	3:38 pm
8	7332 Twenty Road	Mount Hope	48-9611	3:46 pm
9	7298 Twenty Road	Mount Hope	48-9963	3:47 pm
10	7268 Twenty Road	Mount Hope	48-1220	3:48 pm
11	7242 Twenty Road	Mount Hope	48-1161	3:48 pm
12	Twenty Rd at Saveryn Rd	Mount Hope	48-8740	3:49 pm
13	8308 Twenty Road	Mount Hope	48-6924	3:51 pm
14	8308 Twenty Road	Bell-Stone	43-1225	3:51 pm
15	8357 Twenty Road	Mount Hope	48-1159	3:51 pm
16	8381 Twenty Road	Mount Hope	48-5584	3:52 pm
17	Alderlea at Springside Dr	Mount Hope	48-9899	4:01 pm
18	Alderlea at Stagecoach	Bell-Stone	43-1156	4:03 pm
19	184 Stagecoach Drive	Bell-Stone	43-5847	4:04 pm
20	Stagecoach at Portage	Bell-Stone	43-6930	4:05 pm
21	Portage at Comfort	Bell-Stone	43-5287	4:06 pm
22	200 Stagecoach Drive	Bell-Stone	43-5588	4:07 pm
23	Stagecoach at Homebrook	Bell-Stone	43-1157	4:08 pm
24	161 Miles Road	Mount Hope	48-6985	4:12 pm
25	161 Miles Road	Bell-Stone	43-6985	4:12 pm
26	249 Miles Road	Mount Hope	48-1079	4:13 pm
27	249 Miles Road	Bell-Stone	43-1079	4:13 pm

commencement of classes.

2. Length of Time on the Bus (where practical):

- a) No student in Kindergarten or Grade 1 to 6 ~~will be expected to spend more than 45 minutes~~ on the bus each way.
- b) No student in Grades 7 to 13 will be expected to spend more than 60 minutes on the bus each way.

3. Transfers (where practical):

- a) No student will ride on more than two buses while travelling either to or from school.
- b) No elementary student will be discharged from a bus at a bus transfer point off school property until the bus onto which he is to transfer, has arrived.

4. Combination of Routes:

Secondary and Elementary School students may be transported on the same bus.

5. Exceptional Pupils:

Students who are physically or otherwise exceptional will receive special attention from the driver, school principal, and the Transportation Office.

6. Maximum Number of Students Transported on a Bus:

The Board will schedule service to provide a seat for all students that are expected to travel by school bus. Each vehicle is legally entitled to transport ~~72 students~~ but a **maximum** of 48 senior public (7 & 8) or secondary (9 through OAC) will be scheduled for any one bus where practical.

7. Service Changes:

- a) Route Modification: An advance notice of two weeks will be given to parents/guardians and principals outlining the change and/or the revised bus schedule.
- b) Route Elimination or Significant Route Alteration:
 1. Parents/guardians and principals will receive a letter three weeks prior to discussion by the Management Committee outlining any proposal to eliminate or significantly alter transportation service.
 2. An administrative report detailing the recommendation for service elimination or significant route alteration will be submitted to the Management Committee for review. A copy of any letter submitted by concerned parents/guardians will be included with the report.
 3. If the Board supports the elimination or significant alteration of transportation service, a letter outlining the resolution will be forwarded to the parents/guardians, principal, and carrier a minimum of thirty days prior to the elimination of service.
 4. Any letter from a concerned parent or guardian received after the Board resolution is approved will be submitted as an information item to the Management Committee for further review as warranted.

8. Exceptional & Special Students:

- a) Transportation on vehicles other than regular buses will be provided for:
 - (i) Students who are placed by Board staff in a school program outside of their normal catchment area and for whom regular transportation is not available.
 - (ii) Students who meet eligibility requirements but are unable to use regular transportation as a result of a permanent physical condition where validated by a medical certificate.

Hamilton- Wentworth District School Board

1998-99 to 1999-00 - a projected enrollment decrease of 0.2%

1998-99 to 1999-00 - a projected funding increase of 0.8%

Transportation

1998-99

1999-00

\$ 9,831,749

\$ 10,175,171

+ 363,775 (for five additional days)

\$10,195,524

Additional Restructuring Funding to be used from 1997 to 2000 \$5,359,087

Hamilton-Wentworth DSB

This is a medium-sized English Public board with 55,319 students in 1998-99.

The board is projecting an enrolment of 55,208 in 1999-00, a decrease of 0.2%.

In 1998-99:

The board had operating revenue of \$ 322,816,511 , a 0.1% decrease from 1997.

The board's total revenue from the funding model, including capital funding was \$ 343,961,845 , a 1.0% increase from 1997.

Since the original announcement of the funding model on March 25, 1998, the government introduced a number of funding enhancements. In 1998-99, the board benefitted from the following funding enhancements:

Special Education (funding for intensive supports for high needs students)	NIL
Secondary Credit Adjustment (funding for additional teachers in boards where students take above average numbers of courses)	\$ 2,052,907
Retirement Gratuities	\$ 4,955,876
Transportation (funding to recognize 5 additional instructional days)	\$ 363,775
Elementary Textbooks	\$ 2,817,002

In addition, the board was allocated \$ 5,359,087 in Restructuring Funding, which can be spent over the 1997 to 2000 period.

In 1998-99, the board maintained Junior Kindergarten; enrolment in JK changed by 169 a 7.1% increase. The board also received an Early Learning Grant of \$1,794,625.

In 1999-00:

The board is projected to have operating revenue of \$ 325,289,519 , a 0.8% increase from 1998-99.

In 1999-00, the board will benefit from the following enhancements to the funding model:

Special Education (SEPPA)	\$ 828,126
School Operations	\$ 5,110,581
School Renewal	\$ 901,619

Hamilton-Wentworth DSB

Small Board Administration

NIL

Stable funding guarantee

Secondary Textbooks

\$ 1,087,535

In addition, province-wide funding is available for Grade 8 summer school (\$5 M) and for a new Special Incidence Portion of the Special Education Grant (\$2.5 M), which will provide up to \$55,000 for high needs students. If the board offers this program, or has eligible students, the board will receive additional funding.

In 1999-00, the board will have fully implemented the new funding model and will not be subject to any phase-in adjustments.

In 1999-00, funding for full day senior kindergarten will be discontinued. In 1998-99, the board had 0 students enrolled in these programs; boards may choose to continue to offer these programs using other components of their revenues.

School Utilization

The board has 123 elementary schools, utilized at 85.0% of their capacity; 22 secondary schools, utilized at 76.0% of their capacity.

The board's average size for an elementary pupil place is 101.8 square feet; compared with the provincial benchmark of 100.0 square feet, this results in an adjustment of 1.8% to the board's elementary area per pupil place benchmark.

The board's average size for a secondary pupil place is 136.2 square feet; compared with the provincial benchmark of 130.0 square feet, this results in an adjustment of 4.8% to the board's secondary area per pupil place benchmark.

Grants for New Pupil Places

Enrolment in this board does not exceed the capacity of its permanent school facilities. It is therefore not eligible for grants to support the construction of new schools or additions to existing schools.

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STUDENT FOCUSED FUNDING

School Board Funding for the 1999-2000 School Year

Hamilton-Wentworth DSB

ALLOCATIONS FOR OPERATING PURPOSES BY TYPE OF GRANT			
	School Board Net Expenditures 1997 Board Profiles	School Board Revenue Allocations (with MET Adjustments) 1998/1999	Projected School Board Revenue Allocations 1999/2000
Foundation - Elementary		\$ 123,806,947	\$ 124,630,347
Foundation - Secondary		\$ 73,320,758	\$ 71,917,522
Special Education		\$ 30,695,275	\$ 31,526,830
Language		\$ 8,488,560	\$ 8,697,552
Geographic		\$ -	\$ -
Learning Opportunities		\$ 6,740,451	\$ 6,740,451
Adult Ed., Continuing Education & Summer School		\$ 2,235,892	\$ 2,364,581
Teacher Compensation - Qualifications & Experience Adjustment		\$ 17,051,476	\$ 17,017,437
- Special Phase-In Assistance		\$ 3,338,863	\$ -
- Secondary School Credits		\$ 2,052,907	\$ 2,048,809
Early Learning		\$ 1,794,625	\$ 2,037,637
Transportation		\$ 10,195,524	\$ 10,176,171
Administration & Governance		\$ 11,308,575	\$ 11,288,043
School Operations		\$ 31,788,858	\$ 36,845,139
Phase-In Funding		\$ -	\$ -
Stable Funding Guarantee		\$ -	\$ -
TOTAL ALLOCATIONS FOR OPERATING PURPOSES	\$ 323,240,431	\$ 322,810,511	\$ 325,289,519

CAPITAL AND RETIREMENT GRATUITY ALLOCATIONS	
Retirement Gratuities	\$ 4,955,876
School Renewal	\$ 5,659,458
New Pupil Places	\$ 1,275,821
Prior Capital and Debt Commitments	\$ 9,254,379
	8,793,644

ENROLMENT: (Average Daily Enrolment of Pupils of the Board)			
	1997	1998/1999	1999/2000
Elementary	36,502	36,771	37,015
Secondary	17,845	18,548	18,548
Total	54,347	55,319	55,208
JK Headcount	2,382	2,551	2,482

SCHOOL UTILIZATION	
Number of Schools	Elementary 123 Secondary 22
1998-99 Enrolment	36,771
1998-99 Capacity	43,271
Average Utilization	85.0%
	18,548
	24,391
	76.0%

SUPPLEMENTARY ONE-TIME INVESTMENTS OUTSIDE FUNDING MODEL	
Elementary school textbooks for 1998-99	\$ 2,817,002
Grade 9 textbooks for 1999-00	\$ 1,087,535
Grade 10 textbooks for 2000-01	approx. \$ 1,087,535
Restructuring Funds	\$ 5,359,087

AVERAGE CLASS SIZE	
Elementary	25.3
Secondary	22.5

J-14

Please note that I have also attached all my personal daily notes regarding this matter, and a list of people that have been contacted. At the time of our meeting I will also present a list arrival and departure times for the buses involved, along with any other statistics that may come available.

5-15

Mayor Glen Etherington
RR #1 Binbrook
4280 Binbrook Rd., Binbrook LOR 1C0
Krys

? ~~Chris~~ Croxall Superintendent
Ham.-Went. Dist. School Board
100 Main St. W., Ham. L8N 3L1.

Bruce Wallace
School Trustee
98 Hatton Dr.
Ancaster L9G 2H6

Daryl Sage 5275092 Ext. 2461
Manages

Ham.-W. Dist. School Board
100 Main St. W. P.O. Box 2558
Hamilton, Ont. L8N 3L1

Merv Matier, Director 5275092

Participation House 692-4465
Betty Martenson (COUNCIL) ^{Pmt.} ~~Secy~~

Marion Cline-Wills 1-800-897-5150

Sharon Humphries

Ruth Miller 527-5092 Ext. 2201

Brad Clarke (& Tom) ⁴⁴ King St., SC

Cathy Denny 692-4862

5-16

Claire Vander Beek 527-5092

Cathy Denny (Councillor) 692-4862

Chris Coxall (Supt. Board) 527-5092 (262-

^{kivell}
Melanie ~~Fazell~~ (Sec. to above) 527-5092 (262-

Bruce Wallace, Trustee 648-4910

Mayor

Mr. Lister (Mt. Hope Principal) 679-4145

- Tapleytown 662-2297 (asr. mach.)
Head, Council - 573-2409

- Bellmoore 692-5435 - will phone
- left message w/ma

Cathy Bethune - 304-4126 (ANC.) ^{ld. Coun}
Bellston

- Bellstone - 679-6168

- Parkwood - 692-3373 (asr. mach.)

Sharon Humphries 692-3557

work 525-9140 ^{ext} 2379

- also contacted - L. Kulchen

C. DeBoer

J. Norris

G. McPhail

occupant of 626 miles Rd.

M. Davidson

5-17

- Rec'd Bus notice mid-late July
- immediately contacted Chris Croxall's Office, Superintendent, - Vacation
- contacted Arlene Young, ^{-abrupt} Transportation
- also contacted School Trustee Bruce Wallace
- Mr. Wallace agreed "time on bus" was unacceptable
- would be at a meeting in August with Superintendent and will address issue
- contacted school and told teachers and/or Principal would be at school, last week of August
- Everything on hold. due to Supt. Vacation
- also left message with Melanie Cavell, Sec.
- Mid Aug. - still no call from Supt.
- newspaper mentioned a meeting of School Board had occurred. the day prior
- immed. called Bruce Wallace
- rec'd incorrect info from Superintendent regarding me having a gr. 8 student & switching other to Mt. Hope
- incorrect - but he thought case over. ^{he will address her again}

5-18

Approx. Thursday, Aug. 26/99

- I contacted Chris Croxall again to let her know that she has confused me with another issue, obviously.
 - message on machine
- She finally called me back
 - agreed it was over time limit
 - sounded sympathetic
 - look into it
 - gave her suggestions but said I was limited because I had no access to route schedules
- I ensured her that our bus left immed. - did not sit until 3:15
- I suggested if on 1st we should at least be dropped off 1st

Approx. Friday Aug. 27/99

- Melanie called (Croxall sec.)
- no change
- gave her alt. route directions
- she said she'd pass info to Arlene
- Arlene Young called - no change
 - was not even given suggestions
- Arlene tried to get Mel again but never reached her.

5-19

Monday Aug 30

- realized Chris Croxall, said Arlene Young has last word
- Arlene Young claims, she was told to leave everything same - no changes
- I was being "played"
- 4:00 message on machine from Croxall's Sec, Mel. Cavell
 - no change - can appeal
 - contact D. Sage, but on holidays for another week
 - offered me an alternative of me driving children to another stop (insulted)
- phoned Brad Clarke, MP
 - interested - will put on hold until Bruce Wallace finishes his next mtg. with Croxall
 - I am to call back
- phoned Mayor - gave me Kathy Denny name + number - now Councillor (ex Trustee) - very good
- phoned Denny - disgusted
- Denny called Bruce - leave with him - mtg again with Supt. on other issues
- phoned Mr. Lister - no ideas
- asked re how to Transfer to Catholic S.

5-20

Tuesday Aug 31/99

p.m.

- contacted Bruce - I was livid
- will have to appeal on my own
- "you're only one voice"
- Bruce said Supt. claims bus doesn't leave until 3:15
- I will ensure this
- phoned Denny - suggested getting Parent Council support
- also contact councils of Bellston, Bellmoore, Tapley town, Parkwood
- get copy of Educ. Policy - ~~Bruce~~ ^{Brad Clark}
- Board Policy - Wallace

5-21

Wednesday Sept. 1/99

- Brad Clarke at mtg. until Friday
- Bruce Wallace - as per Cathy Denny's suggestion will tell Board & Bus Co. to time p/u & drop off both ways for our bus & give me a copy
- Bruce will have someone call me re appeal process since Dept. Head of Transportation (Sage) still on holidays
- Tapleytown, Head, Parent Council contacted me - will see if parents want to lend support
- called Arlene Young (put me on speaker phone)
- I wanted to know why our bus backs up at Eng. church but won't Miles Rd
- said allowed to on dead ends but won't on ours because they can go thru to 53 ... but won't
- she once again was abrupt.
- she didn't quote distance allowance req'd before entering dead end.
- I went and measured distance from Eng Church & miles to driveway it turns in at dead end (.4 km)
(unsafe in winter and causes many delays)
- called ~~Garry~~ our Council head, Sharon Humphries - left mess. on machine

5-22

- called Bellstone Chair, Council, Cathy Bethune
 - Bellstone met in July
 - requested Sep a.m. routes
 - 3 to Bellstone
 - didn't want bus crossing Hwy 6 2X
 - Hrs. are 8:45-3:20
- claims by 5 min after dismissal, school completely empty & buses gone
- believes someone from Hwy 53 in previous years was "cabbed" by board because bus didn't like the spot. - not special needs
- will check to see if parents will lend support
- Bellstone bus notices were rec'd mid Aug.
- (mine is one issued mid July)
- Claire VanderBeeke called me back - Public Relations (2307)
- will send copy of Board Policy re Transp. - if not here on Fri, she will send copy to School on Tues.
- are presently using Policy in effect since 1994

5-23

Thursday Sept. 2/99

- Ruth Miller 527-5092 Ext. 2201 contacted me as per Bruce Wallace
- informed me of method to apply for appeal
- mtg is on Sept. 16
- notice in by Sept. 9
- will send notice to me
- request to: Merv Matier
Secretary of the Board
100 Main St. W
Hamilton L8N 3L1
- met Mr. Lister
- copy of my bus routes 6 (am) 1 (pm)
- principal felt bus pbbly left before 3:15
- caretaker - definitely within a few minutes
- I wanted buses to leave as scheduled
- principal said I'd have to talk to Bus Driver & Co. to do that (not him)
- I said Chris shouldn't board until 3:14
- approached by Mr. Mus re time on bus unacceptable
- called Kathy Denny - left message
- called Cathy Bethune - told her she was correct - even our bus wasn't transporting Bellstone in am (including those with siblings at both)

5-24

Thursday Cont'd

- noted official drop off routes errors - obs. in pm 249 Miles is dropped off before 161 miles (- also incorrectly states one of mine is Bellstone)
- went thro P/u a.m routes
- contacted Jessica Norris (GR8) - unhappy
- matched addresses with McPhail, Penny, Dingman, Davidson
- left notice at 626 Miles Rd.
- contacted Mary Davidson - disgusted
- also support from Cindy DeBoer, Lorikulone
- left another message for Head of MT Hopes' Council, Humphries
- phoned Marion Cline, Wills Bus line
 - left message there
 - was told I probably won't reach her until Tuesday

5-25

Friday, Sept. 3

- contacted Brad Clarke's office
 - left info
 - ~~John~~^{Tom McBride} called back - told him Brad is waiting to hear back from me
 - also informed him Trustee blames it all on Funding from new prov. gov't
 - 4:40pm Brad called - I was n/a
 - ~~John~~^{Tom} will get back to me on Tuesday - so will Brad
 - also have someone call me re Education Policy
-
- contacted Gord McPhail
 - 3rd Stop a.m. route - Full support

Saturday, Sept. 4

- D-Smye - Full support
- Jo Ann Norris - 1st stop am
 - Last stop pm
- Full support as well as GR8's daughter Jessica's support

5-26

Tuesday Sept. 7

^{#6} Bus drove by (missed us) (O.K.)

7:25

school arrival - ~~8:20~~^{8:15} (55 min.)

N.B. - still not picking up pre & kin. stuff

Note: Bus #9 8:15 arrival

#6 8:15.5

#7 8:18.5 (@40)

#8 8:20 (@30)

#5 8:26 (@43)

#2 8:27 (@50)

- contacted Mel. ^{Kivell} Sweet to interpret
Policy Pg 6 - #6 - QTY
- not sure

- contacted Vanderbeek re above
Chen boss - not sure

- both above directed me to D. Sage
- I left message re "QTY"
with Sec. & also that I
need to speak with him re
appeal

- Tom from Brad Clarke phoned 2X
- will send relevant Mat'l
but Educ Policy only covers grants
- not any specifics on Transp.
guidelines

5-27

Tues. Sept. 7

- went to school for dismissal
- buses scheduled for 3:15 so at 3:05 only 1 bus there
- waiting outside for buses @ arrival for most 3:10
- buses didn't leave until 3:26 (last kind kids etc. in office)
- arrived at our house 4:31 (out at 3:05)
(still no KIND. or JR. K.'s on route)
- lady from 222 miles (primary grade Bellstone) was slated to be picked up & dropped off at our house, yet in am, there are no kids getting on Bus for Bellstone at our address
- suggested she phone Arlene Young re routes
- interested to see if they change our stop for her when we also have a primary grade student, but at Mt Hope, plus we have lived here longer & it would pass by our house

5-28

- also informed me that her Bellstone son gets picked up in am after survey & bus heads north on Miles Rd. which I have been told they won't do for Mt. Hope students on their bus.

NB - Mt Hope school's Master clock is approx 3 min fast - Principal said Master has to be adjusted - I will time everything by proper time (set with TV Station & radio stations)

- phoned principal 2:30 - 27 seniors & 23 juniors kind. not on bus route yet. - will cause delays am & pm. (will take @ 2 wks)

- He is not notified of qty on bus, but does a check end of 1st week.

- C365 enrolled 9/7/99

- children can access lockers & class as soon as 1st bus arrives.

5-29

Wed. Sept 8

- 7:30 TRACK practice - had to drive
- drove by at 7:26 (hour #6 bus)
- arrived 8:13

#9 at 8:15

#7 arrived around 8:16

#8 at 8:17

#2 at 8:21

#5 at 8:27 (RON's)

- phoned M. Cline, Wills - informed me
#1 Bus in am proceeds north on
Miles to Clovers Rd.
∴ it can go to Hwy
- phoned Maters office as to where I
delivers & if outline acceptable (Mary)
- directed me to Ruth Miller - if accepted
I will be contacted - mtg in Board Room
(Front Drs - Face elevator - dbl. drs to right)
at 7:00 pm.
- Ruth said should have letter today
- dictated over phone
- very helpful
- Bus #1 drove by @ 4:50 pm > As per J. NORRIS
Reached 4th last stop at 4:45 - (last stop on row

A C T I O N I T E M S

BUSINESS COMMITTEE
1999 09 16

#6

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director.

Signature: _____

Date: _____

M. Matier

Sept 10/99

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer
Ken Bain, Superintendent of Education

Subject: Dispatch Centre for Administration of Occasional Teacher Assignments

Recommended Action:

Moved by _____

That the Board approve a centre for administering the assignment of Occasional Teachers as a first step in the standardization and streamlining of this function as outlined in the Dispatch Centre Requirements Sheet dated September 9, 1999.

Rationale:

Throughout the 1998/99 year tremendous frustration was experienced in the system regarding the assignment of occasional teachers. Principals are currently required to contact potential occasional teachers in order to secure replacement coverage for absent teachers. Lists of prospective occasional teachers are provided to principals for this purpose. However, the principal is required to work through the list, calling each teacher one by one, in order to fill each assignment. In the past year it was not unusual for a principal to place 20 to 30 calls and be tied up for over an hour in the pursuit of replacement coverage for one absent teacher. This activity detracts from the principal's main focus on improving student performance.

In order to address this issue many school boards have implemented an automated substitute employee management system. For example, the automated system developed and supported by Telecommunications Support Systems Inc is currently utilized in more than 500 school districts in Canada and the United States. An automated approach provides the ability to:

- conduct search for replacement teacher, contact potential candidates and confirm assignments based on qualifications and availability of occasional staff
- capture absence data at source and effect automatic update of sick leave records: minimizes potential for error in handling data, streamlines process and enhances timeliness of records
- capture occasional teacher assignments at source and interface with the HR/Payroll system to automatically submit time record for the replacement's pay.

This is the direction that the Hamilton-Wentworth District School Board should be pursuing and administration will be recommending. However, such systems must interface with the Board's Human Resources/Payroll system. Unfortunately, the Human Resources/Payroll system will not be fully operational until the spring of 2000.

6-1

As an interim step towards the centralization of the assignment of occasional teachers and in order to immediately address the frustration in the system the foregoing recommendation will provide for the establishment of a dispatch centre to locate replacement coverage for absent elementary teachers and administer occasional teacher lists for elementary and secondary purposes. Appendix A provides an outline of the requirements of the Dispatch Centre and the costs associated with its operation. As noted in appendix A the Dispatch Centre costs will be funded from school budgets and the HR/Payroll project.

It is anticipated that the experience gained via the operation of the dispatch centre will be invaluable in laying the groundwork for the implementation of an automated approach. In addition, the marketplace needs to be researched to assess the availability and merits of alternate substitute management systems. Consequently, it is administration's plan to prepare a report for trustee consideration regarding the implementation of an automated system during the 1999/2000 school year.



DG/GdeJ
1999-09-08

cc: Debbie Russon, Manager of Human Resources

The Hamilton-Wentworth District School Board

Dispatch Centre Requirements Sheet

1 Staffing:
Day Shift: (2 F.T.E.'s)

1 F.T.E.	35 hours	6:30 a.m. to 2:00 p.m. (1/2 hour unpaid lunch)
.5 F.T.E.	17 1/2 hours	6:30 a.m. to 10:00 a.m.
.5 F.T.E.	17 1/2 hours	6:30 a.m. to 10:00 a.m.

Afternoon Shift: (2 F.T.E.'s)

1 F.T.E.	35 hours	1:30 p.m. to 9:00 p.m. (1/2 hour unpaid lunch)
.5 F.T.E.	17 1/2 hours	3:00 to 6:30 p.m.
.5 F.T.E.	17 1/2 hours	3:00 to 6:30 p.m.

Allocation - City East and West
 - Mountain East and West
 - County East and West

2. Equipment Required:

3 Desks
 3 Telephones
 3 Telephone Lines
 Answering Machine
 1 Computer and Printer

3 Hourly Rates of Pay and Working Year:

190 Instructional Days. Call Centre will not be required for PA Days.

Half-time positions (Salary Grade 3)	\$14.75 per hour
Full-time positions (Salary Grade 6)	\$16.98 per hour

Maintain a list of substitute (2 or 3) clerical staff for replacement coverage of the allocators.

4. Duties for Full-Time Staff:

- a) Oversee the placement of supply teachers. Provide guidance to other part-time staff.
- b) Receive calls from Principals for school placements.
- c) Receive calls from Occasional Teachers as to their availability.
- d) Maintain the Occasional Teacher List(s) as noted below.
- e) Report any problems to the Human Resources Officer (Paula Dunn for Secondary and Marion Avery for Elementary).
- f) Co-ordinate with the full-time person on afternoons. (1/2 hour cross over time)

5 **Location:**

Security of the employees cause concerns with early morning arrivals and end of afternoon shift for the full-time employees. Consequently the dispatch centre will be located at the Education Centre since security is on site at all times. This will also provide for the centre to have easy access to Human Resources staff.

6 **Management of the List**

- i) There are approximately 1,000 applications on file of teachers looking for a position within this Board and who would be willing to take occasional teaching assignments. There are also approximately 1,000 applications on file from teachers who would not like to apply for occasional teaching.
- ii) Recently 40 additional applicants have been recommended by Principals for placement on the occasional teacher list.
- iii) The re-activation process is underway. Teachers had until June 30th to reactivate for the next school year.
- iv) The process for the removal of names from the list took place during the month of July. (Removal for probationary appointments, notification of L.T.O.'s, leaves and removal because the occasional teacher did not work three days in the preceding school year.)
- v) Prepare and up-date the list for September of 1999.
- vi) Network with Human Resources - continual up-dating of the lists.
- vii) Interview to be done by Principals for new occasional teachers to be added to the list after we determine the needs.
- viii) Human Resources to process pre-employment.
- ix) Monthly up-dates to the list to continue to be distributed to the schools.

7 **1999/2000 Costs:**

Salary and benefits	4.00 F.T.E.	110,000
Equipment and supplies	<u>20,000</u>	
		<u>130,000</u>

8 **Funding Recommendation:**

Elementary School Budgets	60,000
HR/Payroll Project	<u>70,000</u>
	<u>130,000</u>

The 1999/2000 approved budget provides for a general allocation of \$88.00 per student to elementary schools in addition to other allocations. The impact of the above funding recommendation is the designation of \$1.61 per student (i.e. $\$1.61 \times 37,298.50 \text{ ADE} = \$60,000.$) of the \$88.00 total allocation for occasional teacher purposes.

The Human Resources/Payroll project approved in December of 1998 designated the sum of \$70,000.00 for substitute employee management purposes.

#7

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

Date: _____

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: 1999-2000 Renewal of School Boards' Copyright License

Recommended Action:

Moved by: _____

That the following report dated August 31, 1999 regarding the new CANCOPY license be received for information purposes.

Rationale:

The Ontario Public School Boards' Association (OPSBA) has successfully negotiated a 5 year agreement for all district school boards with the Canadian Copyright Licensing Agency (Cancopy). The fee for the 1998/99 school year was \$2.00 per F.T.E. student. Fees for the next five years have been negotiated as follows:

Year 1	1999/2000	\$2.10/FTE
Year 2	2000/2001	\$2.15/FTE
Year 3	2001/2002	\$2.20/FTE
Year 4	2002/2003	\$2.20/FTE plus CPI
Year 5	2003/2004	\$(year 4) plus CPI

A copy of the "Briefing Note to Member School Boards Regarding New CANCOPY Licence" is attached for your information.

DG/GdeJ
1999-09-07

attach.

C:\MyFiles\BusComm99\cancopy.wpd

BRIEFING NOTE TO MEMBER SCHOOL BOARDS REGARDING NEW CANCOPY LICENCE

The Ontario school board associations have been participating in a national negotiation through the auspices of the Council of Ministers of Education Canada (CMEC). We are now in a position to inform school boards that an agreement has been reached, and to give some details about the nature of that agreement. Through the efforts of the Copyright Consortium, terms, conditions and tariff for a pan-Canadian licence with CANCOPY will be the same for all jurisdictions from coast-to coast.

School boards will be receiving a copy of the licence for signature from CMEC in the very near future. It is imperative that these licences be signed and returned to the Council of Ministers of Education Secretariat offices by September 20, 1999.

The purpose of this document is to provide boards with information about the nature of this licence, and to outline the differences between this licence and any previous licence that boards may have held with CANCOPY.

1 TARIFF

Not surprisingly, the key issue for all parties was that of tariff. While the tariff will rise over the term of the licence, the Consortium believes that the solution reached will benefit all school boards in the future. Boards will remember that in the summer of 1998, CANCOPY corresponded with all Ontario school boards informing them that the tariff for the 1998/1999 school year would be \$2.20/FTE. The school board associations quickly stepped in and negotiated the tariff back down to \$2/FTE, saving Ontario schools approximately \$400,000 (based on an approximate FTE of 2 million) in the 1998/1999 school year.

When negotiating for the term of the new licence, CANCOPY's initial proposal to the consortium was a three-year tariff at \$2.30 (1999/00), \$2.60 (2000/01), \$2.90 (2001/02). After close to two months of negotiation on tariff alone, the Consortium and CANCOPY reached the following agreement on tariff:

- * the term of the licence will be 5 years (1999/00 to 2003/04)
- * the tariff will be
 - year 1--\$2.10/FTE (1999/00)
 - year 2--\$2.15/FTE (2000/01)
 - year 3--\$2.20/FTE (2001/02)
 - year 4--\$2.20/FTE plus CPI (2002/03)
 - year 5--\$(year 4) plus CPI (2003/04)
- *CPI increases will be capped at 3%

By calculating CANCOPY's first proposal and evaluating that proposal against the tariff ultimately agreed to, Ontario school boards will save a cumulative total of \$1.35 per FTE over the first three years of the licence. Again assuming an approximate FTE of 2 million, the negotiated tariff saves a total of \$2.7 million province-wide between 1999 and 2001. Combined with the savings obtained in the 1998/99 school year, the school board associations have saved their members over \$3.1 million on the issue of print copyright alone.

By basing the tariff increases on CPI in years 4 and 5 of the proposed agreement, boards are reassured that the increases will not be higher than 3% and can thus adequately budget for those two licensing years. It is our hope that tying the increases to CPI will set a precedent for all future educational copyright licences in Canada.

2. INVOICING AND PAYMENT

The licence will be paid to CANCOPY in two equal annual installments, due on October 31 and April 30. There will be a 60-day invoicing period, after which interest will be due. (Note: provisions will be made to adjust this date in year one, due to the timelines involved. Invoices will come directly from CANCOPY).

Fees will be based upon FTE figures from the previous year, EXCEPT in year 5 of the licence. In an effort to address the decrease in enrolments expected in Ontario's education system that year (2003/04), the final payment for year 5 will be adjusted to reflect current year FTEs. This adjustment will occur for all jurisdictions, not just those in Ontario.

3. DIGITAL COPYRIGHT NOT INCLUDED

The licence will not cover the reproduction of materials created using digital technology. CANCOPY is not able to offer a blanket licence for copying of digitally created materials. In addition, new federal laws are anticipated to deal with the growing issue of digital copyright. The licence does allow for some reproduction (NOT adaptation) of electronic copies of print materials under certain conditions which mirror the conditions for reproducing print materials.

4. COURSE PACKS

There is a new definition in the licence called Course Packs. This definition replaces a previous definition of "anthology". During the negotiations, our negotiating team felt that the existing definition of "anthology" was too restrictive and prohibited teachers from seizing the "teachable moment". Therefore, the new definition of course pack was added to the licence. Course packs are prohibited under the licence. They are defined in order to make it clear to anyone photocopying that this specific behaviour is not covered in the licence.

Under the licence definition, a course pack is a compilation of materials that meets all of the following criteria: must be more than 20 pages AND must have more than 4 published works AND must replace a textbook. We believe this definition gives teachers a flexibility that did not exist in previous licences.

5. SAMPLING

For the purposes of this new licence, only bibliographic sampling will occur – sampling that allows CANCOPY to get a snapshot of what is being copied (not how much) in order to fairly distribute the royalties to its members.

A revised sampling protocol has been negotiated as part of the new licence, which the school boards should find much less onerous. In the past, CANCOPY sampled schools for a ten-week

period. The revised sampling protocol reduces the time in the school to five weeks. However, more schools will be sampled overall. Once a school has been sampled, it will not host another sampling team for three years. The same will apply to school board administrative offices. Our negotiating team believes that a less onerous sampling protocol will result in more effective cooperation from the schools being sampled. The incentives previously offered by CANCOPY for effective sampling will continue.

6. TEMPLATE vs NEW LICENCE

In the past, the school board associations negotiated a template licence of terms and conditions for the school boards to sign. It is important to point out that this licence is completely different. School boards are not signing their own individual licences; they are counterpart signatories to ONE licence that is being signed by many different parties, that is the ministries/departments of education except in Ontario, school boards in Ontario represented by the four school board associations, and school boards in Nova Scotia.

When signing this licence, the school boards in Ontario are agreeing to certain obligations, specifically with regard to payment of tariff, to sampling and to user compliance. School board associations are also making an obligation to their membership for the term of the licence. The Associations will be responsible for the provision of FTE figures to CANCOPY for accurate invoicing, within the timelines stipulated. As well, the Associations will be participating with CMEC to develop appropriate materials to be circulated to the boards and the schools, to inform users about copyright in general and about the CANCOPY licence in particular. The Associations will also be responsible for communicating any issues arising from either the licence or from copyright law changes to the party school boards over the term of the licence.

7. ROLE OF CMEC

The licences will be forwarded to all school boards from the CMEC Secretariat offices. It is important to make clear for school boards the integral role that CMEC has played in achieving this licence. CMEC represents all Canadian Ministers of Education. In Ontario, the Minister has delegated copyright licencing issues to the school board associations. CMEC agreed to have the school board associations participate in the process in order to achieve a common licence across the country. It is through the joint efforts of CMEC, the provincial ministries/departments of education and the Ontario school board associations, that this licence has been achieved. The partnership has proved to be fruitful, and the consortium will continue to act on Canadian copyright issues that affect classrooms and learning.

For more information: Cynthia Andrew, Legislative & Policy Analyst, OPSBA, via email at candrew@opsba.org; or via phone (416) 340-2540 or 1-800-268-5194.

#8

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 09 09

RE: Transportation Policy

Approved for distribution
by the Director.

Signature: W. Hunter

Date: Sept 10/99

Recommendation:

Moved by: _____

That the draft transportation policy statement and operating procedures be referred to the Joint Advisory Committee and implementation be targeted for September 1, 2000.

Moved by: _____

That the application of Appendices D, E, F be approved as the Board's practice for the 1999-2000 school year.

RATIONALE:

Prior to the January 1, 1998 amalgamation of the two former school boards, a comprehensive administrative review of transportation services was undertaken. A number of operating differences between the two former Boards were identified as impinging on the scope and delivery of an integrated region-wide service. Some action was taken to blend procedures on a limited basis pending the development of a new Board policy, i.e., common carrier rates were negotiated, route optimization was sustained throughout the public system, duplicated transportation software and management services were eliminated, and the maximization of vehicle loads all contributed to a move towards integration and effective cost control. With these small steps in place, the overall policy issues such as eligibility needed to be addressed.

In November 1998, the Board reaffirmed and established a Transportation Transition Committee whose mandate can be referenced in Appendix A, and membership referenced in Appendix B.

The committee had the responsibility of developing a transportation plan with reference to current and past issues, Ministry documentation, Education Act, Regulations, and school community input. In order to provide a framework that would guide the future investment in transportation services, the following principles were endorsed by the committee:

- S190(i) Education Act states that...
a Board "may" provide for transportation to and from school that the pupil attends.
transportation services are a privilege and not a legislative right.
- Ontario Regulation 298 states that...
it is the duty of a principal of a school to maintain proper order and discipline.
- s23(4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends c) while travelling on a school bus that is owned by a Board or on a bus or school bus that is under contract to a Board. Therefore, the vehicle in which students ride is considered an extension of the classroom and all applicable laws, Board policies and procedures apply while in transit.

- That the Board is committed to fostering a safe and secure learning/working environment in which day to day transportation services are an important contributor to a student's learning experience.
- That one standard code of conduct be established and serve as a measure to assess student behaviour. Exceptions need to be considered for extreme instances regarding students who suffer from severe to profound physical or intellectual disabilities.
- That the Ministry of Education funding formula for transportation must be recognized and balanced against individual education plans of students.
- That the approved transportation budget be solely devoted to providing for home to school transportation within the adopted policy and guidelines.
- That the Transportation policy and operating guidelines not be fragmented by municipality, city vs urban or any other means.
- That community and other district transportation services be pursued for integration, efficiency and cost savings.

The Transportation Committee comprised of the Superintendent of Business and Treasurer, property committee members, SEAC, trustees, elementary and secondary school principals, special education, administration, home and school and school council recommended a transportation policy for home to school service. It is anticipated that this policy, once adopted by the Hamilton-Wentworth District School Board will be implemented effective September 1, 2000. This target date should provide sufficient time for the rigor and scrutiny that a policy of this nature must be able to withstand. As such, it is essential that it be well communicated to the school communities and that a broad base of community support be established. The policy and its related operating guidelines can be referenced in Appendix C.

The development of this policy was the result of much debate, challenging analysis, assessment of issues and overall evaluation. The committee has achieved consensus on all the key issues and recommends the policy for approval. Key areas of significance are highlighted in order to indicate the impact of the policy.

FINANCIAL

It is difficult to quantify the financial implications of the transportation policy as costings rely on specific student data such as home address, program placement, and bell times. Since implementation of the plan will not fully occur until September 2000, the noted variables will change significantly over the next year. It is anticipated that a financial impact statement will be prepared and ready for review in October.

Another essential component to the financial implication is knowing the revenue base (funding allocation). The Ministry of Education and Training established in June 1998 a nineteen-member Pupil Transportation Committee with members drawn from school boards, industry and government. The committee returned its first report in mid-December. This report entitled "*A New Approach To Transportation Funding*" was a collection of various transportation data sets from district boards across the province. The data was presented in the form of best practices and was used to reach some of the recommendations of the Hamilton-Wentworth Transportation Committee. Ministry correspondence indicates that its committee will continue to meet and develop further a new funding formula, that is expected to be ready for implementation in the year 2000/01. Until release and implementation, school board transportation will be funded at 1997 actual expenditure levels, adjusted for enrolment shifts. For the Hamilton-Wentworth District School Board the approved 1999/2000 transportation budget exceeds Ministry funding by approximately \$700,000. The primary reasons for the cost overrun is the increasing number of students eligible for service under the existing policies, the high cost of transporting students with special needs, and geographic reasons, e.g. the escarpment, rural vs. urban costs, accommodation issues and lack of integration with the Hamilton-Wentworth Roman Catholic Separate School Board.

The Hamilton-Wentworth District School Board cannot continue to sustain cost overruns in perpetuity without impacting other budget areas of Board operations. Following assessment of the new funding model, the Board will be apprised as to any implications and consequent recommendations for the transportation policy.

STUDENT ELIGIBILITY

Student eligibility is the cornerstone of any transportation policy and affects the cost of the service. Generally, should the number of students increase, i.e. as a result in reduced walking distances, costs would escalate although, not necessarily incrementally. For example, at present approximately 8% of the eligible students are special needs students. Special education students only represent 8% of the ridership, but the related costs represent 41% of the transportation budget.

The Transportation Committee established a position that in order for a student to be eligible, the criteria must be clear and well defined. As such, walking distances from school to home, set within the plan, are measurable and can be applied consistently throughout the Region. The Region has been defined as a whole and not segmented by any other means such as municipality, geography or rural vs. city. Breakdown of this nature would only result in ongoing disputes and inconsistency throughout the district board and would likely impair the transportation policy.

HAZARDOUS CONDITIONS

The Transportation Committee also addressed hazardous conditions in a consistent fashion. Most hazardous conditions are the responsibilities of the Municipality, Region or Province. The school board has no mandate or jurisdiction to be the custodian of roadways, walkways, traffic patterns, crossing guards, etc. Hazardous scenarios can not be readily defined or measured by policy. As a result, related decisions as to what may or may not be considered as a hazardous condition tend to become arbitrary. The committee recognized that there are too many limitations and variables that prevent the development of a well-defined hazardous policy. Pedestrian safety issues are the joint responsibility of communities, municipalities, the police and parents. As such, the committee recommended that support should be extended to communities and individuals who wish to pursue safety issues with the Municipality, Region or Province of Ontario. Those parents, having the responsibility of ensuring the safe arrival of their children to school, who are not eligible for transportation services, need to be supported through safe school programs. These programs can be developed jointly between school councils, principals and Board administration.

The transportation policy that has been set out is achievable and well founded, and needs support from all sectors of the school community. The policy will permit eligible students, to have a full range of co-ordinated transportation services that are responsive and fiscally responsible.

The Transportation Committee as a part of its mandate reviewed, modified then endorsed previously developed documents relating to:

- * Transportation Contracts with Carriers - Appendix D
- * Student Behaviour on Vehicles - Appendix E
- * Inclement Weather - Appendix F

It is acknowledged that until the entire transportation policy is adopted, status quo remains the operating norm. However, following Board approval, the above appendices will govern practice in the 1999-2000 school year.

The Transportation Policy Committee, having completed an exhaustive assessment of the issues and having fully completed its mandate, has now been dissolved.

A sincere thank you to all members for the excellent result achieved.

Attach.
DS/dtg
99/09/08



8-3

The Hamilton-Wentworth District School Board

APPENDIX A

TRANSPORTATION POLICY COMMITTEE TERMS OF REFERENCE

Introduction

The Hamilton-Wentworth District School Board presently provides transportation to approximately 16,000 eligible students. In June 1998, the Board adopted a set of "Operating Guidelines" that set a foundation for an amalgamated service. The Transportation Policy Committee will provide a forum for the further review of these guidelines for the purpose of developing a set of transportation policies, procedures and practices. The committee will work within the Ministry of Education and Training defined funding formula when establishing policies. Once approved by the Board, implementation is anticipated to be September 1999. Materials from the former boards may also be a useful reference for committee work.

The Transportation Policy Committee will have the responsibility for the establishment of draft policies, procedures and practices in the following areas, although not limited to:

- eligibility of students qualifying for transportation
- safety
- special transportation services
- scheduling (e.g., bus stop location, length of travel)
- selection of vehicle type (taxi, vans, mini bus, etc.)
- safety patrols
- code of conduct in vehicles
- discipline
- door to door service
- use of restraining devices
- alternate care placements
- program trips
- non-eligible ridership on vehicle
- distance to transfer points
- transportation efficiencies – bell times, multiple runs, sharing services
- bus tickets

Composition

The Transportation Policy Committee shall be comprised of:

- Superintendent of Business
- members from the property committee
- 1 or 2 members of SEAC
- 1 or 2 Trustees
- 2 elementary principals
- 2 secondary principals
- special education department representative
- Manager, Accommodation & Planning (chair)
- Home and School
- School Council

The committee will also review presentations from other stakeholder groups seeking input.

Transportation Policy **Committee Members**

Don Grant

Doug Van Duzen

Beverly Pupols

Bryan Shields

Judith Bishop

Lillian Orban

Nora-Lynn Veevers

Dave Rogers

Lee Currie

Bob Morrallee

Daryl Sage

Norma Dymond

Doug Edwards

Bruno Polewski

Elaine Sharp

Bertha Duric



TRANSPORTATION

TRANSPORTATION
OF STUDENTS

Date Approved: _____

Projected Review Date: _____

POLICY STATEMENT: That for eligible Hamilton-Wentworth District School Board registered students, home to school transportation will be safe, secure and on time, bringing students to school ready to learn, cost effectively, efficiently and within budget.

RESPONSIBILITY: Superintendent of Business and Treasurer

OPERATING PROCEDURES:

1. Walking distance to pick up point and return to home will not exceed .8 kms for all grades JK-OAC. Under particular circumstances, Special Education students may be provided with door-to-door service as referenced in #19.
2. Students residing within the following walking distance to school will not be eligible for transportation services unless otherwise noted in the operating procedures.

Walking Distance (in kms) to school:

Junior School	JK-K	1.6 kms
Junior School	1-5	1.6 kms
Junior School	1-6	1.6 kms
Middle School	7-8	2.4 kms
Middle School	6-8	2.4 kms
Elementary School All	JK-K	1.6 kms
Grades (JK-8)	1-6	1.6 kms
	7-8	2.4 kms
Secondary School	9-OAC	3.2 kms

3. Measurement of distance will be from the municipal road in front of the home to the nearest first driveway at the school. The Board's administration and software will be the primary determining source for distance calculations and eligibility within policy. Distance calculations will be applied consistently from the municipal road in front of all complexes and/or multiple housing units, i.e., townhouses, apartments.
4. Secondary school bus service - walking distance of 3.2 km will be applied within all secondary school catchment areas.
5. Non-eligible riders - those students not qualifying under the eligibility policy will not be permitted to ride any vehicles having empty seats.

6. School of Choice - transportation services will not be extended to those students who choose to attend a school outside of their normal feeder school defined catchment.
7. Program of Choice - transportation services will not be extended to those elementary students who choose an alternate school program or course outside of their normal feeder school defined catchment. For secondary schools those students who are eligible for transportation services within their defined catchment area and are permitted by the appropriate Superintendent of Education to attend a school other than their designated school, may be offered transportation on regular school buses when current service and seats are available providing no additional stops are required and at no additional cost to transportation. Approval for transportation will not be granted beyond the end of the current academic year. Further, the Board makes no guarantee of continuity of service.
8. Where a student meets the required criteria and is approved to be placed into a Board-designated program, transportation services may be available providing the student meets the transportation eligibility conditions. Programs include: SALEP, English as a Second Language, and Alternative Education programs.
9. Public transit - Hamilton Street Railways (H.S.R.) will be utilized in all areas of service throughout the region where the principal deems it appropriate under the policy statement. H.S.R. is to be approached in order to pursue the possibility of establishing cost effective transportation student passes.
10. Alternate Care Placement - request for transportation services to alternate placements, e.g. - caregivers, respite care, medical facilities, etc. will be accommodated providing there is NO additional cost. Written authorization, signed by the principal, is required and must be on file at the school before any change can be implemented. Relocation of stops or the addition of stops on a route will not be accommodated. All consideration will be based on the students' regular/normal home address.
11. Co-op Education and Work Experience or other similar programs - transportation will only be considered providing students can be accommodated and that there will be no additional cost incurred, no rerouting and no change of stops. Public transit, if utilized by the principal, will be a program-related expense outside of the Board's transportation budget.
12. Local Hazards - transportation services will be provided under the approved transportation policy and as such, local hazards and conditions will not be a consideration for eligibility. Rationale - parents are to ensure the safe delivery of children/students to school whereby the conditions of eligibility for transportation are not met. Most local hazards relate to conditions under the direct control of the Municipality, Region or Province, i.e. no sidewalks, no signal lights, signage, crossing guards, zoning, traffic flow, roadway crossings, walkways, traffic calming projects, local neighbourhood concerns, public safety requirements, parking bylaws, roadway maintenance, public transit accessibility, etc. Therefore, Board administration would support parents' pursuits of addressing conditions to the Municipality, Region of Hamilton-Wentworth or the Province of Ontario. In addition, Board Administration is prepared to work with school principals and councils to develop programs that may assist students' safety when coming to school or going home, i.e., street proofing, kidestrian policy, block parents, neighbourhood watch, partnerships with the community.
13. Section 19 - students registered in Section 19 program under the jurisdiction of The Hamilton-Wentworth District School Board will be considered for transportation services providing they meet the eligibility conditions of the policy.

14. Short Term Disability - whereby non-eligible students experience short-term disability, i.e., impairment is less than one year, transportation services will not be provided. An impairment must be prolonged lasting or can reasonably be expected to last for a continuous period of at least 12 months. This prolonged impairment must be supported in writing by a licensed medical doctor or registered practitioner.
15. Transported students registered in elementary grades JK to Grade 8 will arrive at school approximately 15 minutes prior to the first bell. Upon the dismissal bell, students will be picked up for departure home not later than approximately 15 minutes following. Transported secondary students will normally arrive at school and be picked up within 20 minutes of the first and last bell respectively. A longer period of time, not to exceed 40 minutes, may be applied in order to accommodate double or triple runs. This extended period of time does not apply to special education students placed in self-contained programs within secondary schools.
16. Bell times are critical to the efficient routing of students and vehicles. As a result, any adjustment to bell times can have a significant and costly impact on transportation. School principals are requested to submit changes in bell times to their appropriate Superintendent no later than March 31 for the preceding year. Prior to a decision by the SOE, transportation impact is to be determined across the entire district. Once approved by the SOE for implementation, transportation scheduling and routing will be completed at the most appropriate time then set for that year.
17. Length of time on a vehicle will not normally exceed 60 minutes one way.
18. The transportation department maintains the responsibility for assigning students to the type of vehicle that would be the most normalized, best suited for individual needs and most cost effective.
19. Special Education students who have been identified through an Identification Placement and Review Committee and have been placed in full time attendance in a self-contained classroom will be eligible for transportation services following the distance criteria and or principal assessment and recommendation based on individual student physical or mental exceptionalities. Where appropriate and practical, door-to-door service will be provided. Whereby secondary school students are recommended to attend specialized programs based on their individual education program (IEP) and providing both sending and receiving principals agree, transportation services will be considered providing they are eligible under the transportation policy criteria.
20. Behaviour on vehicles will follow the process adopted by Executive Council as prepared by the Student Behaviour on Vehicles Committee and reviewed by the Transportation Policy Committee. Appendix E
21. Vocational students, who are eligible to attend, register and remain in full-time attendance at Parkview or Mountain Vocational Schools will receive transportation services if qualified under the distance requirement. Distance will be measured from the vocational school to the students' normal and regular home address.
22. That the committee supports the work of the Student Behaviour on Vehicles Committee and that the current Board policy on use of restraining devices in the classroom be updated to include the application of restraining devices on vehicles. The revised draft restraint policy is to be referred to the Board's "SEAC" committee for input. In the absence of an updated

restraint policy any consideration for use of a device on a vehicle will require the written authorization of the parent or legal guardian prior to use.

23. That only adequately trained individuals be assigned should the Superintendent authorize the use of supervision for severe to profound students on vehicles following the recommended process identified by the Student Behaviour on Vehicles Committee. All assigned individuals will also be compelled to comply with the police screening process as adopted by the Board.
24. That the committee endorses the current Inclement Weather Policy with the following exception: when transportation is cancelled by radio announcement in the morning, cancellation will be for the entire day. Appendix F
25. The committee supports the principal's use of safety patrollers although in regards to student transportation, these students are only to provide assistance on the bus, i.e., monitor, evacuation and other duties only where deemed appropriate by the principal. Students are not to be engaged in attempting to assist others crossing streets while in transit to or from school.
26. Parents/guardians of JK students must accompany the student and remain until picked up by the transporting vehicle. Parents/guardians must be on time and present at the drop off point to receive their JK student. JK students will not be released to any other person unless written authorization is accepted by the school principal. Principal authorization is the only evidence to be accepted by a vehicle driver.
27. The revised "Code of Conduct on School Buses" will be distributed to all eligible transported students/parents. The "Code of Conduct on School Buses" is to be referred to the Student Trip Policy Committee for inclusion in policy. Other copies will be made available to principals who choose to address all parents of their community.
28. Transportation for medical escorts (registered nurses, assistants or otherwise designated) provided for students by external agencies will be provided to and from the student's address providing they can be accommodated and that there is no additional cost and that they carry written authorization from the principal.
29. Parent/guardian volunteers working at the school, carrying written authorization and approval from the Principal, are permitted to ride the school bus to and from school:
 - a) where seats are available;
 - b) at no additional cost to the Board or stops added;
 - c) as scheduling permits, and
 - d) abiding by the "Code of Conduct on School Buses"
30. Parents or guardians must supply, at their expense, assistive devices that meet or exceed current CSA standards (car seats, booster seats, strollers, wheelchairs, etc.) for transportation purposes. Note: restraint devices remain the responsibility of the Board.
31. Elementary students are not permitted to ride in the front passenger seat of any vehicle with a passenger side air bag supplemental restraint system. Secondary school students may ride in the front seat following the current Ministry of Transportation guidelines regarding air bag usage.
32. With the approval of the parent/guardian, principals will inform the Transportation Department of a condition that may affect a student while traveling on the school vehicle.

33. Transportation Carriers will comply with all aspects of the Board's approved Transportation Policy & Procedures.
34. With the pre-approval of the principal and advanced notice to the Transportation Department/Carrier, students will be permitted to bring items other than regular school supplies on the vehicle. Items not considered dangerous (e.g., sports equipment, musical instruments) will be securely stored following the instruction of the vehicle driver.
35. The Board shall consider future sharing arrangements where practical and cost efficient with other local school facilities and agencies.
36. Whereby significant service changes or route modifications are required, parents will be notified two weeks in advance of implementation, where practical.
37. The Board supports the use of video cameras as requested by school principals. An operating procedure will be developed for consistency and privacy purposes.

Transportation Contract
Specifications and Scope of Service
September 1, 1999 - June 30, 2002

1. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid for 72 passenger vehicles:
 - a) 80% of the base rate excluding kilometres for day 1 through 5 of scheduled service.
 - b) 40% of the base rate excluding kilometres for day 6 through 20 of scheduled service.
 - c) 0% of the base rate excluding kilometres for the 21st day and thereafter of scheduled service.
2. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator shall be paid for minibus, wheelchair or minivan vehicles:
 - a) 60% of the base rate excluding kilometres for day 1 through 5 of scheduled service.
 - b) 30% of the base rate excluding kilometres for day 6 through 20 of scheduled service.
 - c) 0% of the base rate excluding kilometres for the 21st day and thereafter of scheduled service.
3. In the event that a school(s) is closed due to any cause beyond the control of the Board, and as a result all or part of the transportation services are not provided or required, the operator(s) reimbursed at a per student rate shall be excluded from reimbursement as specified in items 1 and 2.
4. In the event that a school(s) is closed due to a strike or labour dispute involving the employees of the operator, and as a result, all or part of the services of the operator are not provided and/or required, the Board will not reimburse the operator for the duration of the strike or labour dispute.
5. The Board reserves the right to secure transportation from any other operator as a result of a labour dispute involving an operator or beyond the control of the Board.
6. In the event that a school(s) is closed due to a strike or labour dispute involving employees of the Board, and as a result, all or part of the services of the operator are not provided and/or required, the Board will reimburse the operator
 - 1) 72 passenger vehicle:
 - a) 80% of the base rate excluding kilometres for day 1 through 5 of scheduled service.
 - b) 40% of the base rate excluding kilometres for day 6 through 20 of scheduled service.
 - c) 0% of the base rate excluding kilometres for the 21st day and thereafter of scheduled service.
 - 2) Minibus, wheelchair or minivan vehicle:
 - a) 60% of the base rate excluding kilometres for day 1 through 5 of scheduled service.
 - b) 30% of the base rate excluding kilometres for day 6 through 20 of scheduled service.
 - c) 0% of the base rate excluding kilometres for the 21st day and thereafter of scheduled service.
 - 3) Operator(s) reimbursed at a per student rate shall be excluded from reimbursement as specified in item 6-1 and 6-2.
and
 - 4) on the condition that the Board receives and retains provincial funding for transportation services noted in items 6-1 and 6-2 for the duration of the strike and/or labour dispute.
7. The operator will immediately inform the Transportation Department of any collision or incident which occurs while students are being transported. A written report will be submitted to the Manager of Accommodation and Planning with a copy forwarded to the Transportation Department within 24 hours of the collision or incident.
8. The operator shall ensure that all equipment and operations are Y2K compliant prior to January 1, 2000.
9. The operator will immediately inform the Transportation Department and the school of any route which cannot adhere (exceeding 10 minutes) to the regular schedule, weather permitting.

10. The operator will provide transportation for students that have missed a connection due to a route delay from the transfer point to their destination.
11. The operator will accept changes to the route schedule, bus stop locations and student assignments as directed by the Board.
12. All vehicles exceeding a 7 person capacity will be equipped with an operable reverse movement alarm.
13. All vehicles must meet or exceed current CSA D250 and D409 standards.
14. All vehicles exceeding a 16 person capacity will be painted in the chrome yellow school bus colour.
15. All vehicles exceeding a 7 person capacity will not exceed as the year of manufacture 10 years of age.
16. All vehicles less than an 8 person capacity will not exceed as the year of manufacture 8 years of age.
17. The operator will have an appropriate operating license and shall use a vehicle that is properly licensed.
18. The operator will carry insurance with a minimum amount of \$10,000,000. The Board will be named as an additional insured party. A certificate of insurance for the contract period listing both items will be presented to the Board prior to September 1, 1999. The Board must be notified immediately of any change in the policy or cancellation of the policy. The Board reserves the right to confirm insurance coverage at any time during the contract.
19. Each driver must be appropriately trained to the satisfaction of the Board in the following procedures but not limited to:
 - a) Bus/vehicle evacuation
 - b) Defensive driving
 - c) Basic level first aid
 - d) Epipen administration
 - e) Wheelchair vehicles – loading and unloading, manual ramp operation, tie down procedure
20. A smoke free environment will be present on all vehicles. Drivers and passengers are not permitted to smoke in the vehicle at any time.
21. All routes will be operated as scheduled by the Board. Requests for changes will be considered by the Transportation Department.
22. The operators will conduct route or stop checks at the request of the Board to verify scheduling, timing and safety.
23. Board assigned route numbers will be prominently displayed in the 1st passenger side window of the vehicle.
24. All vehicles must be equipped with an operable two way radio capable of direct contact with the dispatch centre.
25. All drivers must wear an identification badge which includes the following information:
 - a) Company name and logo
 - b) Driver name
 - c) Photograph
26. The operator must supply the driver with an appropriate supply of student misconduct reports for completion and submission to the school principal.
27. The Board reserves the right to increase the kilometres of travel, add a route or delete a route as needed to meet transportation requirements, funding levels or Ministry of Education and Training initiatives or standards.

28. The Board reserves the right to suspend or terminate the contract due to the failure of the operator to meet performance and / or safety guidelines of the Board or appropriate Ministry.
29. The Board reserves the right to obtain alternate means of transportation from any operator for the duration of a suspended contract.
30. The Operator shall conduct criminal background checks for every driver assigned to complete a school trip. Appropriate action will be taken, in consultation with the Board, for any driver identified with a history as part of this process.
31. The Board reserves the right to place or remove students from any vehicle for any reason.
32. The Board reserves the right to remove a driver from any trip.
33. The Board reserves the right to invoke a penalty equal to the per trip rate or per student rate, for any operator that fails to meet the scheduled service requirements.
34. Invoices for service will be submitted at a rate of 19.0 days per month. Differences to account for additional days of service or inclement weather will be submitted as part of the December and June statements.
35.
 - a) Video camera housing units will be provided on every vehicle exceeding a 24 passenger capacity.
 - b) Video camera housing units will be provided on vehicles less than a 24 passenger capacity at the request of the Board and as space permits within the bus.
 - c) Housing units will be provided by the Board for installation by the bus operators.
 - d) A limited number of video cameras will be supplied by the Board. Operators may choose to supply additional cameras at their own expense.
 - e) Video cameras may be used only with the permission of the school principal.
36. The Carrier will provide proof of monthly bulk fuel costs as detailed in Appendix A - Fuel Escalation/De-escalation adjustment.
 - a) The fuel escalation clause applies only to those routes with reimbursement provided on a flat rate per vehicle plus kilometres of travel where appropriate. The fuel escalation clause does not apply to trips reimbursed at the per student rate.
 - b) The fuel escalation/de-escalation adjustment will be applied for every month of service in which the fuel cost is less than, or exceeds the base price by one full cent.
 - d) The Carrier will calculate the adjustment and submit the invoice or credit with the regular monthly statement.
37. The driver will ensure that every student has disembarked at the conclusion of each trip by completing individual seat checks and a visual check of the entire vehicle floor.
38. The Board reserves the right to audit:
 - a) Company
 - b) Driver
 - c) Vehicle
 - d) Route
39. The Board reserves the right to restrict or limit travel on a road as needed due to speed, volume of traffic or any other safety criteria.

40. This contract will begin on September 1, 1999 and will conclude on June 30, 2002. Start and finish dates are subject to change dependent upon the approval of the school year calendar.
 - a) The Board reserves the right to terminate the contract with 30 days written notice without recourse or liability.
 - b) This contract is subject to the terms and conditions specified by the Ministry of Education and Training funding formula.
 - c) This contract is contingent upon policy, funding, performance and transportation requirements.
41. The Carrier will require Board approval to transfer the contract to another carrier. The Board reserves the right to implement a new process to allocate any and all routes affected by a transfer between carriers.
42. The Carrier will participate in the electronic transfer of information (invoices, schedules etc.) at no cost to the Board.
43. Wheelchair accessible vehicles will be equipped with a rear door emergency blanket.

Rate Schedule

1. a) 72 passenger bus \$156.40 (including kilometres of travel to a maximum of 65) per day plus:
\$0.69 for each kilometre *exceeding 65 and less than 81* per day
\$0.64 for each kilometre exceeding 80 per day

b) 72 passenger bus midday kindergarten service
\$28.87 per single trip
\$43.97 per double trip

c) 72 passenger bus design and technology / family studies service
\$61.62 per return trip
2. Van \$115.00 per day plus:
\$0.50 for each kilometre exceeding 80 per day
3. 20 passenger bus \$130.00 per day plus:
\$0.50 for each kilometre exceeding 60 per day
4. Wheelchair bus \$140.00 per day plus:
\$140.70
\$0.50 for each kilometre exceeding 60 per day
5. Midday wheelchair bus \$30 per day.
5. Taxi Student
\$15.95 per return trip or \$7.98 per one-way trip within the following areas:
 - a) City of Hamilton
 - b) Town of Dundas
 - c) Lower Stoney Creek (north of the escarpment)
 - d) Upper Stoney Creek (west of Highway 20, north of Rymal Road/Highway 53)
 - e) Ancaster (north of Highway 53, east of Shaver Road)
6. Taxi Student other than item 5a through 5e
\$metre per day or less as negotiated

APPENDIX A - Fuel Escalation/De-escalation Adjustment

The fuel escalation clause applies only to those routes with reimbursement provided on a flat rate per vehicle plus kilometres of travel where appropriate. The fuel escalation clause does not apply to trips reimbursed at a "per student" rate.

$$\text{Escalation Adjustment} = \frac{\text{daily km} \times (\text{current bulk fuel rate} - \text{base bulk fuel rate}) \times \text{days of service}}{\text{fuel consumption}}$$

$$\text{De-escalation Adjustment} = \frac{\text{daily km} \times (\text{base bulk fuel rate} - \text{current bulk fuel rate}) \times \text{days of service}}{\text{fuel consumption}}$$

- 1) Daily kilometres refers to the total number of kilometres from the point of first pickup to the last drop off and back to the point of first pickup by the most direct route.
- 2) Current bulk fuel rate is the cost per litre of fuel paid by the Carrier at the end of each month. Carriers must provide proof of bulk fuel costs by submitting copies of fuel invoices prior to the adjustment being processed.
- 3) Base bulk fuel rate:
 - a) Base bulk fuel rate is the cost per litre of fuel paid by the Carrier on September 1, 1999 for the service provided from September 1 through December 31, 1999.
 - b) Base bulk fuel rate is the cost per litre of fuel paid by the Carrier on January 1, 2000 for the service provided from January 1 through June 30, 2000.
- 4) Fuel consumption is the rate of consumption for each vehicle as listed.
 - a) 72 passenger bus: 3.08 (diesel)
 - b) Bussette: 4.52 (diesel), 4.07 (gasoline)
 - c) Station Wagon/Minivan: 6.95 (gasoline)
 - d) Wheelchair: 4.55 (diesel), 4.05 (gasoline)
- 5) Days of service are the actual operating days that are being claimed.
- 6) Adjustments are to be calculated by the Carrier and submitted to the Board with the regular monthly invoice.
- 7) The fuel adjustment applies only to regularly scheduled morning, midday kindergarten and afternoon home to school routes.



Memo

TO: Executive Council

FROM: Daryl Sage, Manager
Accommodation and Planning

DATE: March 26, 1999

SUBJECT: Report To Executive Council - Student Behaviour on Vehicles

Executive Council engaged a transportation behaviour committee whose mandate was to develop a report containing recommendations that would assist in the decision-making process when a student's behaviour, while in transit, is inconsistent with an established standard code of conduct.

To this end, committee members,

- Sue Joyce
- Jane Evans
- Ray Varey
- Sharon Avery (Harry Traini)
- Bob Morrallee
- Daryl Sage

met on a number of occasions and pursued this challenge from a system-wide, student-based perspective.

The committee established a structured framework, which provided the outside parameters for the recommended course of action.

Specifically,

- S190(i) Education Act states that a Board "may" provide for transportation to and from school that the pupil attends
... therefore, the committee agreed that transportation is not a legislative right.
- In regards to transportation of Special Education pupils, excerpts from a legal opinion, Evans Philp dated February 3, 1999 were relied upon for direction
 - ... The Education Act does not provide a general duty to provide transportation to pupils.
 - ... In situations where placement has been made through an IPRC process a parent could argue, that by not providing transportation, the Board was breaching its obligation to provide education. The parent could further argue that the Board was in breach of Section 15 of the Charter of Rights and Freedom
 - ... Exceptional pupils are entitled to special education programs and a parent may be able to successfully argue that the child will not receive that education or participate in those special education programs without transportation. The possibility of the success of that argument would increase if other exceptional pupils are traditionally transported and this pupil was being denied transportation because of his or her behaviour.



... We realize it is the principal's duty to maintain discipline. If it is a privilege to have transportation, it is a privilege which can be taken away. We submit, however, there is a distinction between pupils who are able to control their emotional and physical outbursts and those who cannot and that should be one of the considerations in establishing policy.

The committee concurs with the legal opinion.

- That the board is committed to fostering a safe and secure learning/working environment in which day to day transportation services is an important contributor to a student's learning experience. Therefore, the vehicle in which students ride is considered an extension of the classroom and all applicable laws, policies and procedures apply while in transit.
- Ontario Regulation 298 states that
... it is the duty of a principal of a school to maintain proper order and discipline.
- s23(4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends c) while travelling on a school bus that is owned by a Board or on a bus or school bus that is under contract to a Board.
- That financial constraints must be recognized and balanced against individual education plans of students. Authority and accountability over respective budgets will be respected.
- That one standard code of conduct be established and serve as a measure to assess student behaviour. Exceptions need to be considered for extreme instances whereby students suffer from severe to profound physical or intellectual disabilities.
- The principal must be able to demonstrate through a documented process that all intervention strategies have been exhausted prior to any request for the application of a student restraining device, change in vehicle or request for specialized vehicle supervision.

Committee's Recommended Position:

The committee concluded that in general, expectations of students while on vehicles would be that they:

- conduct themselves appropriately within the transportation setting
- have respect for authority
- exercise self discipline
- have respect for the protection of property
- be polite
- be observant of good health and safety habits
- be observant of laws, policies and procedures and related disciplinary action.

A standard code of conduct while on school related vehicles has been developed (refer to page 5). Parents will receive the standard code of conduct and there is an expectation that the form would be signed and returned to the school acknowledging expectations. As well, a second notice has been drafted on page 8 to assist parents when responding to transportation situations.

It is expected that all students will comply with these expectations. When a student does not comply, the principal must take appropriate action. The intensity of the corrective action will depend upon the severity and chronic nature of the problem, i.e.



- interview by principal with student
- parental involvement. Parents asked to attend a conference at the school to decide on a course of appropriate corrective action
- principal may, after consultation with parents, refuse disruptive student to not access transportation services for a defined period of time.

A flow chart depicting the process for dealing with student behaviour on vehicles has been developed and detailed on page 4.

When a student continues to exert a disruptive influence or places safety in jeopardy and after normal intervention or disciplinary measures have been taken, the principal will need to develop planning alternatives in conjunction with the appropriate superintendent.

In exceptional circumstances where a student is challenged with severe to profound physical and intellectual needs and all avenues of intervention have been exhausted within a principal's authority, a final application can be pursued for a change in mode of transportation, request for trained supervision, or request for the use of a restraining device.

In making their application, principals will be requested to detail:

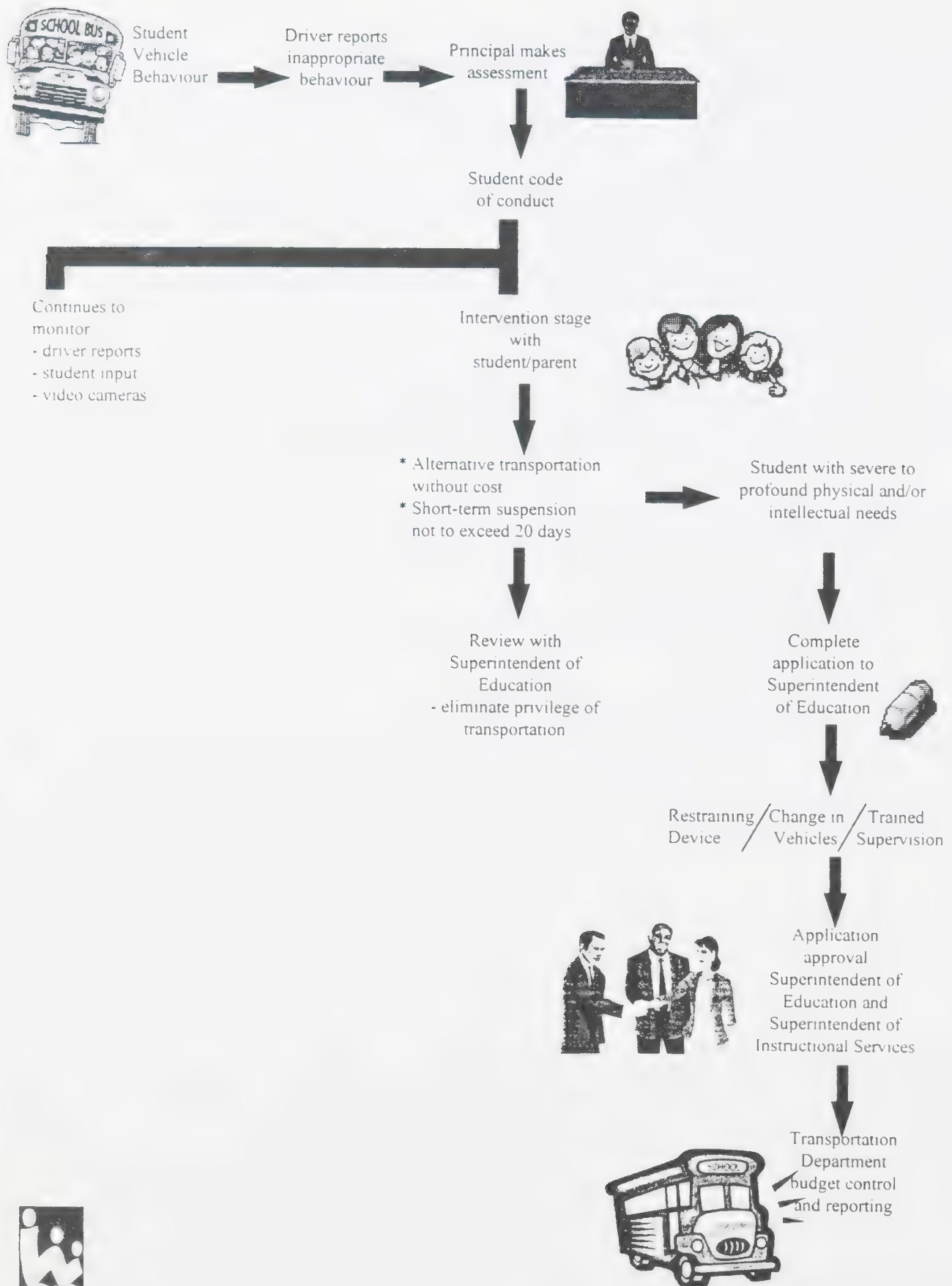
- problems associated with present method of transportation
- dates and type of occurrences
- interventions tried to date
- comments provided by parent/guardian
- type of intervention requested
- rationale for request.

An "Application For Increased Intervention For Transported Students" form has been drafted and attached on pages 6 & 7. The Manager of Accommodation and Planning and the Superintendent of Instructional Services will provide input to the Superintendent of Education through the application process. The form requires the approval of the Superintendent of Education. No action will be engaged until the approval is in place. If approved the principal will initiate the steps necessary to carry out the desired outcome. Through this Superintendent approval process, there is no intention of seeking Executive Council review and decision. If approved and with the support of Executive Council, a specific dollar allocation would be isolated from within the existing transportation budget. A separate account would track all related costs of the approved additional services. Periodically a financial report could be submitted to Executive Council for information purposes. It is felt that this recommended process responds quickly to requests, while maintaining accountability and control.

The transportation committee submits that the position being recommended adequately and fairly addresses the mandate set by Executive Council. Members of the committee would be pleased to review its submission if so requested.

Respectfully submitted
on behalf of the
Committee Members

/dtg





8-20

APPENDIX E

APPLICATION FOR INCREASED INTERVENTION FOR TRANSPORTED STUDENTS

NOTE: No action will be engaged by principal until endorsed by both Superintendents and **forwarded to D. Sage – Manager of Accommodation and Planning.**

Student Transfers – When a student transfers to another school the sending school principal is to forward an approved copy of this application form to the receiving school principal.

Name of Student: _____

School: _____

Date of Birth: _____

IPRC: _____

Present method of Transportation: _____

Problems associated with present method of Transportation: _____

Describe in detail or provide an attachment, the date and occurrences which support the need for increased intervention

Date

Occurrence

1. _____
2. _____
3. _____
4. _____
5. _____

Describe in detail (and provide an attachment) the dates and interventions that have been used to date.

1. _____
2. _____
3. _____
4. _____
5. _____

Describe any comments provided by parent/guardian: _____

Type of Intervention requested: _____

Rationale for request: _____

Principal's Signature _____ Date _____

School _____



8-21

APPENDIX E

APPLICATION FOR INCREASED INTERVENTION FOR TRANSPORTED STUDENTS

Manager of Accommodation and Planning

Transportation Impact Comments _____

Superintendent of Instructional Services

Superintendent of Instructional Services Comments: _____

signature _____

Date _____

Superintendent of Education

Superintendent of Education Comments: _____

Superintendent of Education Support - Date Approved _____

Date Denied _____

signature _____

Manager of Accommodation and Planning

Received by Manager of Accommodation and Planning _____

Date: _____

Notification to Principal _____

Date: _____

initial _____



THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West

Hamilton, Ontario

L8N 3L1

Telephone: (905) 527-5092

APPENDIX E

CODE OF CONDUCT ON SCHOOL RELATED VEHICLES

"Creating a Safe Environment"

Safety depends heavily on student behaviour while travelling on school vehicles and as such it is essential that students act responsibly. This also extends to areas of student pick up and transfer points. Pupils are the responsibility of and under the protection of their parents until they enter the vehicle. Parents must exercise reasonable care for the safety of the child or children while waiting for or departing from a vehicle. Any vehicle engaged by the Board is viewed to be an extension of the classroom. As a result, all related school policies, i.e. safe schools, zero tolerance, procedures and expectations are in effect the moment a student enters the vehicle. All transported students are accountable to the school principal who has the authority to ensure that an appropriate level of conduct and discipline is maintained for all riders. The Education Act does not mandate school boards to provide transportation. Transportation is a privilege of the Board to provide or rescind where appropriate and, as such, this privilege is to be respected by all parties. To this end, inappropriate behaviour may lead to the withdrawal of transportation services. The creation and maintenance of a safe transportation environment is a goal that The Hamilton-Wentworth District School Board is committed to.

Expectations of Riders at Pick up Points (although not inclusive)

- be on time at your point of pick up; the vehicle will not wait
- conduct yourself in an appropriate manner prior to vehicle arrival
- do not place yourself or anyone else in jeopardy with local traffic
- be respectful of the community
- stand well away from the edge of the road until the vehicle is stopped
- JK, SK and wheelchair students are to remain with parents at stop and be received when dropped off

Expectations of Riders on Vehicles (although not inclusive)

- exercise self discipline
- have respect for others, and the protection of property
- be polite
- have respect for authority, i.e. driver
- board and depart the vehicle in an orderly and safe fashion
- remain seated, facing forward for the entire trip and until the vehicle comes to a complete stop at your point of departure
- depart only at your designated stop
- keep school supplies on your lap and place larger approved items in the area designated by the driver
- conduct yourself in an appropriate manner and not to distract a driver's attention to the road
- there will be zero tolerance for use of abusive language, profanity, yelling, throwing things, fighting or any other such activity that may distract the driver or endanger the safety of others
- remain seatbelted where legislated under the Highway Traffic Act
- there is to be no eating, drinking or smoking
- co-operate with drivers, student patrollers or student aids
- keep all arms, legs and head inside the vehicle
- do not touch or activate any emergency equipment or devices unless required

- NOTE:
- 1) Any damage or vandalism to vehicles or property proven to result from a student's actions will be the responsibility of the parent to remedy and not the school Board.
 - 2) The term "Rider" refers to all vehicle passengers, e.g. volunteers, staff, and assistants.

To encourage and support a safe environment for all transported students, the vehicle drivers are to report all incidents to the principal. The principal may also find it necessary to monitor behaviour on vehicles through the use of video cameras. Inquiries concerning the collection of videotape footage may be made to the Principal of the school.

Authorization for the use of video cameras and the collection and maintenance of personal student information will be in accordance with the Education Act and the Municipal Freedom of Information Act

Good citizenship must be taught and demonstrated. This includes the rights of others. Students are expected to understand that rules and regulations are adopted for the benefit of all. A fair and consistent application of the policy is expected and students should be made aware of the consequences of misbehaviour.

The Board encourages parents, students and the community to assist in any way possible that supports the safe transportation of students.

This portion to be signed by the parent or guardian and returned to the school.

Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing where possible, your child with the Code of Conduct and the proper procedures to be followed:

I acknowledge that I have read the Code of Conduct.

Signed:

(Parent/Guardian)

(Student - Please Print)

(Room Number)



Notes for Parents and Guardians:

1. Immediately notify the Transportation Department at (905) 387-3556 or 387-2737 if you have any concerns or questions.
2. Review the Code of Conduct with your child and ensure that they understand the contents.
3. Advise the Transportation Department in advance, if you are moving to a new address that will affect the transportation service.
4. Advise the Transportation Department if your child requires bus service from an alternate address (e.g. daycare location). Although transportation is not guaranteed, every attempt will be made to accommodate the request providing there is no additional cost.
5. Listen to a local radio station during inclement weather. Announcements will be made in regard to bus cancellations and/or school closures.
6. Make the final attendance decision for your child in the event of inclement weather.
7. Arrange for a responsible person to meet your child where deemed necessary and appropriate.
8. Know the bus number and bus company that transports your child.
9. Have an alternate plan for your child in the event that you are not at home when they arrive.
10. Advise the Principal if your child has a serious medical alert that should be relayed to the Transportation Department.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
Transportation Services



Notice to Parents

Please keep this sheet up-to-date and readily accessible.

KEY CONTACTS & NUMBERS

School: _____ Telephone: _____

Principal's Name: _____

Secretary's Name: _____

Carrier: _____

Transportation Route # _____ Pick up Time: _____

Location: _____

Drop off Time: _____

Location: _____

CARRIERS

Telephone #s

Laidlaw Transit Limited	560-5101
Attridge Transportation Inc.	333-4047
Caledonia Transportation	570-8794
Sharp Bus Lines Limited	1-800-525-5593
Wills Motor Limited	1-800-897-5150
Veterans Transportation	310-8294 or 522-0748 x 230
Verma Transportation	575-6575

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Transportation Department: 387-3556 or 387-6202

Web Page: www.hwdsb.on.ca

RADIO STATIONS

CHML 900	CHAM 820
Oldies 1150	CKPC 1380
K-Lite FM 102.9	CKPC FM 92.1

8-25
Memo

APPENDIX F

TO: Principals

FROM: Don Grant
Superintendent of Business and Treasurer

DATE: November 23, 1998

SUBJECT: Inclement Weather

Executive Council has endorsed the attached inclement weather procedure effective for the 1998/99 school year.

The 1998/99 approach to assessing the weather impact on transportation and schools will be to address situations on a "municipal basis".

Specifically, when weather conditions warrant the cancellation of transportation and/or school closure, public announcements will be made identifying a municipality, i.e. Town of Ancaster, Town of Dundas, Town of Flamborough, Township of Glanbrook, City of Hamilton and City of Stoney Creek. At times it may be necessary to restrict transportation cancellations or school closures to a limited number of identified schools. This situation would only be announced should localized weather conditions be present, i.e. black ice or heavy fog.

Will you please ensure that the attached procedure is referenced in all school newsletters and the parent notice distributed to all students in your school as soon as possible.

Transportation Department contact numbers:

Arlene Young (BMT2000)	387-2737
Linda Jones	387-3556

CARRIERS

Attridge Transportation	521-0321
Caledonia Transportation	570-8794
Laidlaw Transit Ltd.	522-3232
Sharp Bus Lines Ltd.	1-800-525-5593
Wills Bus Lines Ltd.	545-1515

Should you have any questions or comments relating to this procedure, please contact Daryl Sage, Manager of Accommodation and Planning @ 527-5092, ext. 2461.

cc: D. Sage, Manager of Accommodation and Planning
Executive Council

/dtg
Attach.

The Hamilton-Wentworth District School Board

Inclement Weather Procedure

NOTE TO PARENTS:

The Hamilton-Wentworth District School Board has adopted an inclement weather procedure for the 1998/99 school year.

Should weather conditions warrant the cancellation of transportation or closure of schools, public announcements will begin at approximately 6:00 a.m. over the following radio stations:

STATION CALL LETTERS

KLITE FM
Y95
CKPC
Oldies 1150
CHML
CHAM
CKPC

STATION NUMBERS

102.9 FM
95.3 FM
92.1 FM
1150 AM
900 AM
820 AM
1380 AM

The message conveyed by the radio stations will generally indicate cancellations or closures by municipality, i.e. Town of Ancaster, Town of Dundas, Town of Flamborough, Township of Glanbrook, City of Hamilton and City of Stoney Creek. However, in the case that weather conditions are very localized, then specific schools may be identified for cancellation of transportation or closure.

The Hamilton-Wentworth District School Board views safety of children to be paramount. Cancellation of transportation ensures that children are not unnecessarily placed at risk while on a vehicle due to unfavourable weather conditions. However, it is acknowledged that parents remain the best judge when exposing children to harsh weather conditions.

Parents are also advised to:

- tell their child what to do if he/she is dismissed from school early
- make plans for a neighbour to care for their child until a parent/guardian arrives home
- arrange a place near the school with friends or relatives where their child may stay overnight in very bad weather. This is especially important for secondary students who are required to travel longer distances to school.

The early morning radio announcements will indicate if transportation services are cancelled for the day. Parents who transported their children to school as a result of a cancellation will need to have their children returned home in similar fashion.

Your comments or concerns are always appreciated and can be forwarded in writing to Mr. Daryl Sage, Manager, Accommodation and Planning, Education Centre, or call Mrs. Arlene Young, BMT2000 @ 387-3556 or 387-2737.

Thank you for your consideration and support of the Board's inclement weather procedure.

9

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director.

Signature: _____

Date: _____

To: Merv Matier, Director of Education
From: Don Grant, Superintendent of Business and Treasurer
Subject: Instructional Facilities Review

Recommended Action:

Moved by _____

That the 1998/1999 Accommodation Report be received for information.

Rationale:

Attached are the following appendices:

- A Instructional Facilities Review Action Plan
- B 1998/1999 Accommodation Report

The Action Plan to provide for a comprehensive review of facilities was approved by the Board on March 25, 1999. As indicated in the plan the months of April to August have been engaged in the compilation of pertinent data and the identification of potential ineffectiveness and inefficiencies.

Definitions:

The action plan establishes the purpose of the accommodation review as the effective and efficient use of Board resources. The Board resources specifically identified include: personnel, program, plant and transportation. The School Closure Policy is a useful reference in order to provide a working definition of the terms ineffective and inefficient. This is demonstrated by the following policy statements:

"Program Viability - The number of students and staff in the school and/or other schools declines to a point where the quality of the program is seriously endangered. Declining enrolment is jeopardizing the school's ability to meet program needs of its students."

"Low Occupancy - The enrolment of a school has fallen below 70% of capacity as calculated in accordance with the Ministry of Education and Training's guidelines and enrolment projections confirm little, no or declining growth patterns."

"Structural Condition - Economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc)."

A direction established in the School Renewal Plan approved by the Board in June of 1999 is the preparation of technical audits for schools from a building plant perspective. Initial audits of 12 locations will be commenced this fall with the assistance of Physical Planning Associates. Board staff will then be trained to complete audits on other buildings in the system as necessary. The result of the technical audit will be the determination of accurate Facility Condition Indices. Facility Condition Indices will greatly assist in the assessment of a buildings long-term structural condition.

Next Step

As indicated in the action plan the next step will be to embark on a consultation process by holding study area accommodation meetings. These meetings will provide a forum for Trustees, School Council Chairs, Principals and Superintendents to review the accommodation characteristics associated with the study area under consideration. The purpose of this discussion is to identify accommodation issues prevalent to the study area and consider what may be an appropriate accommodation solution to address each issue.

According to the action plan, the study area teams will complete their discussion by the end of December, 1999. In January 2000 a broader consultation process will be invoked to include the public at large; via the release of the results of the study area teams discussions. A storefront process may be utilized to accomplish this end. In March 2000, Executive Council will prepare a report for trustee consideration outlining the results of the consultation process for information and further direction. In the event that a school closure(s) is contemplated, it is anticipated that the provisions of Board Policy 4.01 would apply to such consideration (ie Identification for potential closure, establishment of review committee, Special Board meeting, etc).

Executive Council will establish initial meeting dates and locations for the study area teams by the end of September, 1999. A 1998/1999 Accommodation Report will be provided to all individuals invited to participate in these important study area discussions. The Accommodation Report will no doubt serve as a useful reference manual to support the study area teams in the consideration of The Hamilton-Wentworth District School Board's accommodation situation.



1999-09-09
9909acc1

The Hamilton-Wentworth District School Board

Instructional Facilities Review

Purpose: Effective and efficient use of Board resources in instructional facilities within the areas of:

- personnel
- program
- plant
- transportation

Action	Task	Date to be Completed by
Business; Plant	➤ Compile data on existing use of Board resources in instructional facilities.	April 1999
Executive Council	➤ Identify examples of potential ineffectiveness and inefficiencies in instructional facilities.	May/June 1999
Trustees; School Council Chairs; Principals; Superintendents of Education	➤ Conduct Study Area Accommodation meetings to: ▶ share data ▶ confirm inefficient and ineffective use of instructional facilities ▶ develop a range of possible actions to address inefficiencies and ineffectiveness as identified	October 1999
Community; Trustees; School Council Chairs; Principals; Superintendents of Education	➤ Conduct Study Area meetings for community input (storefront approach)	January 2000
Executive Council	➤ Prepare and present a report to Board outlining study area data and community response for information and further direction.	March 2000



Approved at a Special Meeting of the Board on March 25, 1999

#10

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

Date: _____

M. Matier

Sept 10 / 99

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Reports dated May 31, June 30 and July 31, 1999 be received and filed.

Rationale:

Attached are the Education Development Charges Report for the months of May, June and July, 1999. As the current by-law expired on August 31, 1999, the next report will show the final balances available from the account and the distribution of funds to the coterminous school boards.

The utilization of E.D.C. monies is limited to acquire new school sites needed to accommodate students resulting from new residential development in the board's jurisdiction.

Don

DG/GdeJ
1999-09-07

attach.

10-1

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MAY 31, 1999

RESIDENTIAL

		HWDSB	HWCDSD	TOTAL
A.	BALANCE, beginning of month	\$2,151,229.16	\$919,580.69	\$3,070,809.85
CURRENT MONTH				
B.	Collections:			
	Ancaster	13,059.23		13,059.23
	Dundas	6,913.77	3,141.00	10,054.77
	Flamborough	12,100.55	5,584.00	17,684.55
	Glanbrook	35,336.84	16,054.00	51,390.84
	Stoney Creek	36,009.69	6,980.00	42,989.69
C.	Interest	8,300.59	3,548.23	11,848.82
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$2,262,949.83</u>	<u>\$954,887.92</u>	<u>\$3,217,837.75</u>
COMBINED - RESIDENTIAL & COMMERCIAL		<u>\$3,299,447.18</u>	<u>\$1,385,102.20</u>	<u>\$4,684,549.38</u>

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING MAY 31, 1999

COMMERCIAL

		HWDSB	HWCD SB	TOTAL
A.	BALANCE, beginning of month	\$1,004,440.53	\$424,082.23	\$1,428,522.76
CURRENT MONTH				
B.	Collections:			
	Ancaster	198.50	0.00	198.50
	Dundas	6,418.88	2,910.33	9,329.21
	Flamborough	11,225.18	0.00	11,225.18
	Glanbrook	3,473.75	1,575.00	5,048.75
	Stoney Creek	6,840.26	0.00	6,840.26
C.	Interest	3,900.25	1,646.72	5,546.97
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,036,497.35</u>	<u>\$430,214.28</u>	<u>\$1,466,711.63</u>

10-3

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JUNE 30, 1999

RESIDENTIAL

		HWDSB	HWCDSD	TOTAL
A.	BALANCE, beginning of month	\$2,262,949.83	\$954,887.92	\$3,217,837.75
CURRENT MONTH				
B.	Collections:			
	Ancaster	42,250.49	8,027.00	50,277.49
	Dundas	6,145.57	1,047.00	7,192.57
	Flamborough	15,125.70	10,470.00	25,595.70
	Glanbrook	6,901.80	3,136.00	10,037.80
	Stoney Creek	0.00	12,524.00	12,524.00
C.	Interest	8,493.70	3,584.05	12,077.75
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$2,341,867.09</u>	<u>\$993,675.97</u>	<u>\$3,335,543.06</u>
COMBINED - RESIDENTIAL & COMMERCIAL		<u>\$3,390,402.37</u>	<u>\$1,434,791.25</u>	<u>\$4,825,193.62</u>

10-4

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JUNE 30, 1999

COMMERCIAL

		HWDSB	HWCDSD	TOTAL
A.	BALANCE, beginning of month	\$1,036,497.35	\$430,214.28	\$1,466,711.63
CURRENT MONTH				
B.	Collections:			
	Ancaster	7,939.99	2,529.00	10,468.99
	Dundas	0.00	0.00	0.00
	Flamborough	158.80	5,162.00	5,320.80
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	0.00	1,575.00	1,575.00
C.	Interest	3,939.14	1,635.00	5,574.14
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,048,535.28</u>	<u>\$441,115.28</u>	<u>\$1,489,650.56</u>

10-5

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JULY 31, 1999

RESIDENTIAL

		HWDSB	HWCDSD	TOTAL
A.	BALANCE, beginning of month	\$2,341,867.09	\$993,675.97	\$3,335,543.06
CURRENT MONTH				
B.	Collections:			
	Ancaster	18,436.63	7,678.00	26,114.63
	Dundas	6,145.56	4,537.00	10,682.56
	Flamborough	9,075.41	0.00	9,075.41
	Glanbrook	54,529.58	24,774.00	79,303.58
	Stoney Creek	37,357.36	0.00	37,357.36
C.	Interest	8,449.41	3,585.17	12,034.58
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$2,475,861.04</u>	<u>\$1,034,250.14</u>	<u>\$3,510,111.18</u>
COMBINED - RESIDENTIAL & COMMERCIAL		<u>\$3,531,858.69</u>	<u>\$1,480,560.70</u>	<u>\$5,012,419.39</u>

10-6

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING JULY 31, 1999

COMMERCIAL

		HWDSB	HWCDSD	TOTAL
A.	BALANCE, beginning of month	\$1,048,535.28	\$441,115.28	\$1,489,650.56
CURRENT MONTH				
B.	Collections:			
	Ancaster	0.00	3,577.50	3,577.50
	Dundas	0.00	0.00	0.00
	Flamborough	0.00	0.00	0.00
	Glanbrook	0.00	0.00	0.00
	Stoney Creek	3,616.88	0.00	3,616.88
C.	Interest	3,845.49	1,617.78	5,463.27
D.	Withdrawals	0.00	0.00	0.00
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,055,997.65</u>	<u>\$446,310.56</u>	<u>\$1,502,308.21</u>

#11

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier,
Director of Education

From: Don Grant
Superintendent of Business and Treasurer

Subject: Ontario Public School Boards' Association - 1999/2000 Membership Fees

Approved for distribution
by the Director

Signature: _____

Date: _____

M. Matier

Sept 10/99

Recommended Action:

Moved by _____

That the 1999/2000 Ontario Public School Boards' Association Membership Fee in the amount of \$87,076.60 (GST included) be approved.

Rationale:

The 1999/2000 budget has sufficient funds to accommodate the cost of the membership fees. In actual fact, fees for 1999/2000 are lower than they were in 1998/1999.

1998/1999	\$90,647.19
1999/2000	\$87,076.60

(Fees include GST)

The attached memo from Liz Sandals, President and OPSBA Executive Council, dated May 12, 1999, provides an update of the services that the association provides on the Board's behalf.

DG/GdeJ
1999-09-07

attach.

Don Grant



11-1

TRUSTEES

ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

439 UNIVERSITY AVENUE, 18th FLOOR, TORONTO, ONTARIO M5G 1Y8

TELEPHONE: (416) 340-2540 • FAX: (416) 340-7571

WEBSITE: www.opsba.org

OFFICE OF THE

MAY 17 1999

DIRECTOR OF EDUCATION

MEMORANDUM

To: Member Board Chairs and Directors of Education
Members of the OPSBA Board of Directors
cc: OPSBA Member Board Delegates

From: Liz Sandals, President and OPSBA Executive Council

Date: May 12, 1999

RE: MEMBERSHIP

This year has brought unprecedented changes to education. Governance has been questioned, resources have been strained and structures have been re-invented. Throughout, the Ontario Public School Boards' Association (OPSBA) has not been distracted from its objectives - presenting the interests of our member boards and building strong support from the public we serve.

During this period, OPSBA has been at the forefront of presenting not only the views, but, more importantly, the needs of public school boards to the provincial government. There has been a concerted effort on the part of OPSBA to reinforce an understanding of the complexity and reality of the issues facing Ontario's publicly funded school systems. A "one-size-fits-all" funding formula does not work.

School boards need a support and advocacy system to help them express their needs so that changes to provincial policies are sensible ones that benefit students. The Ontario Public School Boards' Association provides that system.

During 1998-99, OPSBA has become increasingly efficient and effective. We have implemented organizational renewal that has sharpened our focus by shifting our priorities towards political action and strategic planning. For the record, I would like to review some of the initiatives undertaken by OPSBA during the past year.

Education Funding

OPSBA has met the challenge of unprecedented change in education finance on many fronts over the past year. OPSBA initiated a review of finance issues and in partnership with OASBO, produced a document entitled *Education Funding in the Province of Ontario, A Review of the Issues*. This sixty-one page document examines the issues of pupil accommodation, transportation, special education, school operations, the use of averages and other relevant financial issues. The contents of this report were the subject of

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countless hours of consultation and discussions between government officials and OPSBA representatives. It has proven to be a most effective lobbying tool and has been widely distributed within the government and to stakeholders around the province. A review of education issues specific to Northern Ontario is currently being undertaken that will also culminate in a report for consultation and distribution.

We are in constant contact with politicians and senior bureaucrats on a wide range of finance issues on behalf of our member boards. OPSBA has successfully lobbied the Ministry of Education and Training (MET) to make significant adjustments to the funding model for:

• moratorium capital debt	\$50 M
• transportation	\$14 M
• 1998 window retirement gratuities	\$87 M
• school operations top up and recalculation of school capacities	\$188 M
• secondary credits (7.2 to 7.5)	\$50 M
• mould in portables	\$50 M
• tax collection by Northern Boards	?

TOTAL	\$439 M
--------------	----------------

- annual school closure deadline - future access to New Pupil Places Grant

In addition, OPSBA will continue to be involved in the MET's review of the special education funding model.

Program

OPSBA staff have participated in numerous discussions and consultations on the curriculum reforms introduced by the government over the past year. Member boards are represented by OPSBA staff on the Ad Hoc Advisory Committee for Curriculum Implementation; the Advisory Coalition; Ontario School Boards Review Group; and the OTF Steering Committee for the planning of summer institutes.

Regular updates on the progress of curriculum reforms have been provided to member boards. The reform of secondary education, the new report card, assessment issues with the Education Quality and Accountability Office, issues regarding the College of Teachers and matters related to special education have been the primary focus of our Program Work Team. The critical issue of the coordination of children's services was also addressed in a paper developed by this Work Team, with recommendations that were passed by the Board of Directors.

OPSBA articulated to the government the need for sufficient funds to implement the new curriculum and programs for students at risk. This pressure resulted in an extra \$150 million over two years for: purchasing new textbooks, delivering teacher training, developing professional resources and providing extra support for students. In addition, a certificate was created that will allow District School Boards to design programs to meet the needs of students currently enrolled in Basic level programs. Finally, OPSBA successfully lobbied for the extension of the course drop deadline for students who might otherwise be adversely affected by full disclosure on their transcripts.

Labour Relations Services

11-3

This department of OPSBA continues to provide increased services to the member boards in three major ways.

1. On a daily basis staff respond to numerous calls from member boards, government agencies, and other provincial trustee associations, on labour relations and human resource issues. Overnight faxes and articles in *Fast Reports* provide relevant reports to boards on emerging and challenging issues.
2. Through its annual Labour Relations Symposium and a minimum of three Provincial Labour Relations Network meetings, the Association through workshops and seminars provides up-to-date comments and strategies for the varying stakeholders that attend these sessions.
3. Effective April 1, 1999, OPSBA's new LabRnet service went on-line to its member boards and other educational partners. This system is free to the member boards, and others for five months. At present we are putting on the system all collective agreements (teaching and support staff) for all boards, plus legal updates, major arbitrations, generic contracts for matters such as principal/vice-principal terms of employment, and board human resource policies that are pertinent to special issues. This ongoing and growing system will be very important as we enter the next phase of negotiations.

Copyright

In early 1998, OPSBA joined together with representatives from across Canada to negotiate common terms and tariff for print copyright licenses for schools. In other provinces the copyright interests of boards of education are represented by Ministries of Education. However, OPSBA not only represents the interests of Ontario boards but also represents the province's interests in the pan-Canadian negotiations.

In June 1998, the national copyright consortium was not yet in a position to agree to pan-Canadian terms and tariff and the Canadian Copyright Licensing Agency (CANCOPY) sent out a notice to all Ontario school boards that the licensing fee for the 1998/1999 school year would be \$2.20 per FTE (up from a \$2 tariff for the preceding year). OPSBA quickly responded by advising boards against the higher tariff and successfully negotiated CANCOPY's tariff back down to \$2 for the 1998/1999 school year. In total, this saved OPSBA member boards approximately \$340,000.

Since September 1998, OPSBA has been actively participating in the process to negotiate pan-Canadian terms and tariff for the next three to five years. Currently, negotiations continue and remain confidential. However, comparing CANCOPY's current offer with that of their first offer, OPSBA can state that Ontario public school boards will save approximately \$3 million (\$1.75 per FTE) over the next 3 years through OPSBA's participation in the national consortium.

In addition to print copyright, OPSBA's participation on the National Copyright Information Network, provides a direct lobby on upcoming federal copyright amendments, specifically, digital copyright.

Media Relations

Much of the public discussion around issues facing the education system occurs in the print and broadcast media. Current issues such as secondary school reform, new

curriculum, school closures, safety and security in schools and the provincial funding formula receive prominent media coverage.

OPSBA plays a key role in shaping public opinion and influencing policy development on education issues through the media. This past year, OPSBA has established, developed and maintained long-term relationships with relevant education reporters and the Queen's Park press gallery. OPSBA remains a primary and credible voice whether it's providing background information to an editorial board on inequities in the funding formula; responding to the media's questions on current issues such as school violence; or initiating stories in the media that highlight the concerns of boards from across the province.

In addition, OPSBA has supported our member boards by providing media strategies and assistance as requested. OPSBA staff continue to maintain and enhance our working relationship with communications officers by providing relevant and timely information to support the media issues at the local boards.

Governance

On April 22, 1999 the Supreme Court of Canada granted OPSBA leave to intervene in the appeal being brought by the Public School Boards' Association of Alberta (PSBAA) against the Alberta government regarding taxation rights for school boards in Alberta. The issues in the Alberta case are similar to those recently appealed in Ontario in the Bill 160 case.

For more than 150 years, Ontario school boards have had the right to determine their particular needs and levy local taxes so that students could receive the best education possible. However, in a unanimous decision, the Ontario Court of Appeal overturned a lower court ruling that found Bill 160, the *Education Quality Improvement Act*, to be unconstitutional.

It is anticipated that the Supreme Court may put any appeal of the Ontario decision together with the Alberta action and hear both at the same time. OPSBA will determine if it will seek leave to appeal in the recent Ontario Appeal Court decision, once legal counsel has had an opportunity to analyse the decision and make recommendations.

Professional Development

OPSBA continues to provide forums for public debate and decision-making through its leading-edge conferences and seminars. Internationally renowned speakers and a wide range of experts who bring their special skills and strategies to OPSBA conferences and seminars are essential to meet the increasing challenges facing school boards today. Member boards may continue to take advantage of these valuable training opportunities. As well, throughout the year there are regional training sessions and seminars on various subjects.

In addition to the special initiatives that the Ontario Public School Boards' Association undertakes on behalf of its member boards, the day-to-day services provided by the association are also beneficial. As the voice of public education at the provincial level, the association's range of high-quality and timely services to member boards include:

- government relations and lobbying
- labour relations research and collective bargaining co-ordination
- communications and media relations
- legal defence for public education
- legislative monitoring and policy development

- 11-5
- professional development and conferences
 - regional services.

Today, membership in the Ontario Public School Boards' Association is a necessity. Provincial governments rarely listen to the concerns of individual boards. Therefore, the maxim "strength in numbers" certainly holds true for our association. OPSBA is committed to working with all our members to focus on the value of a strong public education system, open to all and governed by democratically elected local school boards.

OPSBA's members deserve, and must continue to have the opportunity to influence the government's decision-making. It is essential that the next government knows the concerns and needs of school boards. With your on-going support, OPSBA will continue to strive to be the competent, informed voice for public education and for all students in the province of Ontario.

#12

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

TO: MERV MATIER, DIRECTOR OF EDUCATION
FROM: KEN WATERS, SUPERINTENDENT OF EDUCATION -
SECONDARY WEST
DATE: September 7, 1999
RE: WESTDALE REQUEST

Approved for distribution
by the Director.

Signature: M. Matier

Date: Sept 12/99

RECOMMENDATION:

Moved by _____, seconded by _____
That The Hamilton-Wentworth District School Board approved the request from
Foundation Westdale to acquire a liquor license for their planned Octoberfest dance on
October 23, 1999.

RATIONALE:

Attached is the letter of request from Mr. Rick Hart, Vice-Principal, Westdale Secondary
School.


KW:jb

12-1
Westdale Secondary School



700 MAIN STREET WEST
HAMILTON, ONTARIO L8S 1A5

Telephone (905) 522-1387
Fax (905) 521-0542

September 3, 1999

Mr. Ken Waters
Superintendent of Education
Hamilton Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Ken:

Foundation Westdale is planning an Octoberfest dance on October 23 this year. Alumni, parents, teachers and friends of Westdale will be invited to this fundraising event. Our organizing committee is planning the dance in Westdale's cafeteria again this year. Last years dance was a big success and we are excited about this years event.

I am writing you to request board approval for securing a liquor license. Please forward this request to the appropriate committee for consideration. Your continued interest and support in events such as this help bring alumni and parents together to form partnerships that support our school.

Please do not hesitate to contact me if you have any questions about the plans for this evening.

Sincerely,

A handwritten signature in cursive script, reading "Rick Hart".

Rick Hart

RH/pv

13
MEMORANDUM

Approved for distribution
by the Director.

Signature: _____

Date: _____

Matier
Sept 10/99

TO: Merv Matier, Director of Education

FROM: Krys Croxall, Superintendent of Education

RE: **THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
CHOIR**

DATE: August 31, 1999

Recommended Action:

Moved by _____ that the Hamilton Wentworth District School Board approve the Hamilton-Wentworth District School Board Choir as a recognized co-instructional activity of the Board provided that:

- the Choir operates at no cost to the Board, and
- an employee of the Board undertakes a leadership role with the Choir.

The City Wide Choir was established in 1987 with the support of the Superintendent of Curriculum and Special Services, Clare McKague. Over the years the Choir has distinguished itself as a representative of the Hamilton Board, and with amalgamation, was renamed the Hamilton-Wentworth City Wide Choir. The attached package of information outlines the following:

- a brief history of the Choir indicating some of the awards and honours received;
- an outline of the major performances of the choir over the years;
- conditions of membership and role of parent volunteers in the choir;
- terms of reference for the Hamilton Board of Education's City Wide Choir Fund as part of the Hamilton Board Foundation.

The Choir has been supported for many years with Board central funding. However, with the new Ministry Funding Formula, an allocation for this group was not included in the 1998-99 budget. Since there was no official notice of this change to the group, the Choir continued to incur expenses and send them to the Board for payment. When the fact that no account existed for the Choir was recognized, a decision was made to use funds allocated to the Ontario Curriculum in the area of the Arts and at the discretion of Superintendents of Education for school initiatives to pay for the expenses incurred over the 1998-99 school year since some source of funding needed to be found. This was done as a one-time only response to a problem situation.

The Choir demonstrates the excellence of our students' achievements in one area of the curriculum, contributes to the Board's positive public relations, and provides a wonderful extra-curricular opportunity for students talented in music to develop their skills through public performance.

If the Board approves the continuation of the Choir as a recognized Board activity, the Director of Education would be the authority for this group in terms of approval of field trips and other activities. Carol Mackenzie, Ontario Curriculum Consultant - The Arts, could serve as a liaison between the administration and the Choir leadership.

As with other extra-curricular activities and organizations, the Choir should become self-funding and operate independently of Board financing. However, if the Board wishes to contribute to the operation of this group in any way, as requested by Artistic Director, Linda Bosela, in her attached letter, an amount and source of funds would have to be determined. There is no current allocation for the Choir in the 1999-2000 budget. The Choir has relied on fundraising already for some of its activities and since 1997 has been under the Foundation umbrella as well. Donations to the Foundation can be directed to support the

13-1

costs of things like bus trips and purchase of music, but items such as wages or honoraria cannot be paid from Foundation funds.

The decision by the current Artistic Director to take a year's leave of absence means that the Choir does not have a board employee as Artistic Director for the coming school year. If the Choir continues under Board aegis, there will need to be a search for a new Director from our staff to undertake the duties and responsibilities which Linda Bosela has done so capably for over a decade. It is not known at the present time if there would be any member of our staff who would wish to take on these responsibilities when the position is purely a volunteer one. In addition the need to operate without financial support from the Board would likely increase the stress on the Choir's continuation..

13-2

**Linda Bosela
413 Guildwood Crt
Burlington, Ont.
L7N 1Y1
634-1322**

1999 08 30

Mr. Merv Matier
Director of Education
The Hamilton-Wentworth District School Board
Hamilton, Ontario

Dear Mr. Matier,

Would you kindly bring the following requests to the attention of the Board?

On behalf of the parents and students of the HWDSB choir (formerly the City Wide Choir) I would like to make the following requests for the 1999-2000 school year.

1. The past budget in the amount of \$3,540 be renewed to cover the operating expenses, which includes music, buses, piano tuning and an accompanist.
2. Strathcona School continues to be available for our rehearsal space.
3. The agreement with the Board Foundation continues so that income tax receipts can be issued to people who make donations.
4. A supply teacher be provided for the choir director so that the choir can sing at events during the school day. (Most concerts are on weekends and evenings).

Note:

The position of choir director has been voluntary for the past 12 years.

Thank you,

Sincerely,

Linda Bosela
(sent by fax)



Biography of the City Wide Choir

Artistic Director: Linda Bosela
 Accompanist: Paul Grimwood
 Manager: Pamela Stansfield
 Parent Coordinator: Shirley Nahle
 Fundraising Coordinator: Sue Wilson

Founded in 1987

CITY

WIDE

CHOIR

c/o 65 Hester St.
 Hamilton, Ont.
 L9A 2N3

905-637-9994
 905-389-3974

Music Director
 Linda Bosela

Accompanist
 Paul Grimwood

Manager
 Pam Stansfield

Parent Coordinator
 Shirley Nahle

The City Wide Choir is a 40-member group of students from more than 20 Hamilton-Wentworth schools. The choir is open to all public school children, grades 4 through 12, who are willing to audition and commit to weekly rehearsals.

The aim of the choir is to provide children with the opportunity to be trained in and enjoy the art of choral singing with children from area schools. We believe that it is important for children to experience a variety of choral music and that they develop a love of singing choral music of the highest artistic standard.

In February 1999, the City Wide Choir was awarded a Certificate of Recognition by the Arts Advisory Commission for the City of Hamilton for its work in the community.

The City Wide Choir was one of four children's choirs from all of Canada selected to sing at the National Convention of the Association of Canadian Choral Conductors in Halifax May 14-17, 1998. The choir celebrated its 10th anniversary in May 1997 with the release of its debut recording "Jubilate". Copies of this CD are available from choir members or at our concerts. In 1996 the choir received a silver award at the Ontario Vocal Festival in Cambridge, toured Ottawa and sang at Parliament Hill. The choir sang with The Toronto Children's Chorus in May 1993, December 1994 and May 1997. The children perform two major concerts a year and began touring in 1994. They sing regularly with Symphony Hamilton as well as perform in the Hamilton community. Singing for seniors at Macassa Lodge and St. Peter's Hospital and for the Cancer Assistance Program are just some of their venues. Please see our concert history for more information.

Rehearsals are every Tuesday at Strathcona school, 7 blocks west of the Education Centre from 3:45 to 5:45 p.m. For an audition or more information please call our manager Pam Stansfield at 637-9994.

Artistic Director

Linda Bosela has directed the choir since its inception in 1987. She is an Associate of the Royal College of Music, Toronto, and an Honours Music graduate of McMaster University. Linda teaches music with the Hamilton-Wentworth District School Board and has studied choral conducting with Jean Ashworth Bartle in Toronto and Doreen Rao in Chicago.

Accompanist

Paul Grimwood is organist and choir director at Central Presbyterian Church, Hamilton. Paul graduated from the University of Western Ontario in Honours Music and is on the teaching staff of the Music Department at McMaster University. He is also a recitalist and accompanist for many soloists and small ensembles.



THE HAMILTON-WENTWORTH
 DISTRICT SCHOOL
 BOARD

a member of

13-4 CONCERT HISTORY CITY WIDE CHOIR

Linda Bosela, Music Director

<u>DATE</u>	<u>CONCERT</u>	<u>LOCATION</u>
April 87	Ontario Multicultural Association	Sheraton Hamilton
April 87	Education Week Concert	City Hall
April 87	Education Week Concert	Jackson Square
April 87	Education Week Concert	Limeridge Mall
April 87	Guest Choir	Sherwood School
Nov 87	HTF Professional Activity Day	Hamilton Place
Dec 87	Concert with Mohawk College Recorder Consort	Art Gallery
Dec 87	Christmas Concert	Barton School
Dec 87	Christmas Concert	Sheraton Hamilton
Spring 88	Citizenship Court	
Spring 88	Fund raising concert for All Star Jazz Band	Sir John A. MacDonald School
Spring 88	Concert for Duet Club	Scott Park School
Spring 88	Public Concert	First Pilgrim United Church
Spring 88	Kiwanis Music Festival (3rd in Region)	Centre Mall
June 88	Concert for the Trustees	McMaster University
June 88	Concert with St. Mary's Choir	Hamilton Board of Education
Dec 88	Christmas Concert	Central Presbyterian Church
Dec 88	Christmas Concert	Westdale School
Dec 88	Christmas Concert	Scott Park School
Dec 88	Christmas Concert	Sir Winston Churchill School
Dec 88	Christmas Concert	C.B. Stirling School
Dec 88	Christmas Concert	Riddell School
Dec 88	Christmas Concert	Convention Centre's Fantasyland
April 89	Cancer Society Annual Campaign	Jackson Square
April 89	Concert for the Patients	St. Peter's Hospital
June 89	Concert with Youth Orchestra	James Street Baptist Church
Dec 89	Concert for the Inaugural Board Meeting	Hamilton Board of Education
Dec 89	Concert with Bach Elgar Choir	Hamilton Place
Dec 89	Concert	Brownstone Nursing Home
Dec 89	Concert	Central Presbyterian Church
Feb 90	Children's Opera, Noye's Fludde	Central Presbyterian Church
Apr 90	Education Week	Jackson Square
Apr 90	Education Week	Centre Mall
Apr 90	Education Week	Eastgate Mall
Dec 90	Public Concert	Hamilton Public Library
Dec 90	Concert for the Sick	St. Peter's Hospital
Dec 90	Concert for Public School Children	W.H. Ballard, Hill Park Schools
Apr 91	Spring Extravaganza with Symphony Hamilton	Four Public School Children at Delta
Dec 91	Public Concert	Hamilton Public Library
Dec 91	Concert for the Less Fortunate	The Wesley Centre
Dec 91	Concert - televised	City Hall
Feb 92	Toronto Kiwanis Music Festival	Toronto
Apr 92	Spring Extravaganza II with Symphony Hamilton	Barton S.S. for school children
May 92	Opening Ceremonies - Education Week	Board of Education
May 92	Concert with Peterborough County Youth Choir	Central Presbyterian Church
Nov 92	Remembrance Day Service	Gore Park
Nov 92	Canadian Cancer Society Musical Mosaic	Mohawk College
Dec 92	In school concerts: "A Time for Sharing"	4 area schools
Dec 92	"A Time for Sharing" Musical	Hamilton Public Library
Apr 93	Spring Extravaganza III with Symphony Hamilton	Glendale Sec. School
Apr 93	Concert for Seniors	Macassa Lodge
Apr 93	Participation in Evening Concert	Hill Park Sec. School
May 93	Participation in Toronto Children's Chorus Concert	Toronto
Dec 93	In school concerts	3 area schools
Dec 93	Concert for seniors	St. Peter's Hospital
Dec 93	A Holiday Concert	Hamilton Central Public Library
Dec 93	CHCH Taping	CHCH Studio
Apr 94	Spring Serenade	Central Presbyterian Church
May 94	Hamilton Kiwanis Music Festival	McMaster University
June 94	Choir Exchange Trip	Scarborough, Ontario
Oct 94	Chamber Choir - Reg. Whynott's Retirement	Carmen's - Hamilton
Nov 94	Chamber Choir - Remembrance Day Service	Gore Park
Nov 94	Chamber Choir - CHML Christmas Tree of Hope	King & James, Hamilton
Dec 94	Senior Concert and In School	Macassa Lodge, Sir Isaac Brock
Dec 94	Chamber Choir - Cumis Christmas Party	Sheraton Hotel, Hamilton

<u>DATE</u>	<u>CONCERT</u>	<u>LOCATION</u>
Dec 94	Christmas Around the World	Hamilton Public Library
Dec 94	Senior Citizen's Christmas Dinner	YWCA, Hamilton
Dec 94	Participation in Toronto Children's Chorus	Toronto
Dec 94	CHCH TV Christmas	Hamilton
Dec 94	Chamber Choir - BIA	Howard Johnsons, Learning Centre
Feb 95	Cancer Society's Musical Mosaic	Sherwood Highschool
Apr 95	Symphony Hamilton	Sherwood Highschool
Apr 95	Sing with Board of Education Students	Kingston
May 95	Teacher's Federation HTF Day	Carmen's - Hamilton
May 95	Mother's Day Telethon - CHCH TV	Hamilton
June 95	Arts Festival	Burlington
Dec 95	Christmas Concert	Hamilton Public Library
Dec 95	In-school concert	Earl Kitchener P.S., Hamilton
Dec 95	St. Peter's Hospital	Hamilton
Jan 96	Sesquicentennial Concert	Hamilton Board of Education
Feb 96	Ontario Vocal Festival	Auditorium
Mar 96	Sesquicentennial Concert with Mohawk College Singers	Cambridge, Ontario
Apr 96	Concert with Symphony Hamilton for elementary students	Church of the Ascension, Hamilton
Apr 96	Concert with the Duet Club	Delta Secondary School, Hamilton
June 6-8	Ottawa schools, Parliament Hill	Melrose United, Hamilton
Nov 16	Royal Revelry	Ottawa, Ontario
Nov 28	School Concerts	Royal Botanical Gardens
Dec 1	Christmas Concert	R. Beasley and C.B. Sterling
Dec 4	Seniors Concert	Chur of the Ascension
Dec 10	Community Concert	St. Peters Hospital
		Centre Mall
1997		
Mar 2	Sundays at Three	Central Presbyterian Church
Apr 18	Toronto Children's Chorus	Toronto
May 4	10th Anniversary Concert & reunion; CD release	Church of the Ascension
May 11	Sing with Symphony Hamilton	Mohawk College
May 15	School concerts	G.R.Allan, Sir Wilfred Laurier
June 8	Hamilton's Memorial Day (veterans)	Gore Park
Oct 23	Hamilton Sports Council banquet	Convention Centre
Nov 14	Bach Elgar fundraiser concert	Central Presbyterian
Nov 15	Christmas show	Royal Botanical Gardens
Dec 5	Christmas dinner/show	Salvation Army Centre
Dec 7	Annual Christmas concert	Church of the Ascension
Dec 12	CHML Tree of Hope	James and King
Dec 15	ONtv recording	Sheraton Hotel
Dec 15	Anglican Business Women's Association	Hamilton
Dec 18	Board Meeting	Education Centre
Dec 19	Mayor's Annual Christmas Carol Service	City Hall
1998		
Feb 21	Musical Mosaic, Cancer Assistance Program	Sherwood S.S.
Feb 24	Bulldogs game	Copps Coliseum
Mar 1	Three Choir Festival	Christ Church and St. Christopher's, Burlington
Mar 8	Sundays at Three	Central Presbyterian
Apr 25	The Duet Club	Melrose United
May 5	Off to Halifax concert	Education Centre auditorium
May 6	The V.O.N. Headquarters	Hamilton
May 14-17	National Convention of ACCC	Halifax, Nova Scotia

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CONDITIONS OF MEMBERSHIP TO THE CITY WIDE CHOIR

(To be read carefully and signed by parent(s) and chorister (singer).)

ATTENDANCE - Choristers and parents should understand the commitment involved in being a member of the City Wide Choir. From mid September to the end of May it is expected that attendance at rehearsals and performances will take priority over any other events. It is expected that members will remain in the choir throughout the year.

Accepting membership in September means that choristers have considered the conflicts that may occur including team and school activities, babysitting, paper routes (etc.).

To maintain a high level of performance the only acceptable excuses for absence are (1) severe illness (2) occasional school trips (3) occasional school concerts and (4) family vacation.

Severe Illness/Emergencies - the parent should call Mrs. Nahle 389-3974 by 2:00 p.m. the day of illness giving the child's name and school. After 2:00 p.m. call 634-1322 and leave a message. Choristers who are absent without explanation will be called during rehearsal.

School trip, school concert, family vacation - please obtain an absence form from the rehearsal assistant and submit it to the rehearsal assistant at least two weeks in advance of the absence.

ALL OTHER ABSENCES - The general rule is if a commitment has been made with City Wide Choir first, then the child should be at the CWC rehearsal/performance. If an emergency arises on a concert day call Mrs. Nahle (389-3974) or Mrs. Bosela (634-1322) the day of the emergency.

*If a chorister's attendance is not satisfactory, is unexplained, and/or unacceptable absences, the chorister may be asked to withdraw as a member of the choir or may not be allowed to attend a particular concert.

REHEARSAL EVERY TUESDAY 3:45 TO 5:15 or 3:45 to 5:45
(SEE CALENDAR)

1. Chorister should arrive at rehearsal in time to sign in with the rehearsal assistant and pick up music.
2. If you need to use the washroom, do so before the rehearsal please.
3. Be in your seat 5 minutes before rehearsal begins, music in order (see blackboard), and pencil in hand (your first pencil is provided).
4. No gum chewing.
5. Make sure you finish your snack before handling music and before rehearsal begins.
6. The elevators at the Education Centre are for employees. Please use the stairs.

MEMBERSHIP FEE - \$20.00 will be collected at the 1st rehearsal to help defray some minor expenses.

BEHAVIOUR - Choristers are expected to exercise appropriate behaviour, co-operation, consideration and responsibility during all rehearsals, performances and trips. Failure to do so may result in dismissal from the choir at the discretion of adults in charge.

MUSIC - Choristers are expected to take music home to practise and memorize words. Choristers must bring music to all rehearsals. If music is lost, the chorister will have to cover the cost (see music folder for list of music and cost). If a chorister is not prepared for a concert he/she may be asked to withdraw from that concert and may be removed from the choir.

ADDRESSES/PHONE NUMBERS - Please make sure you inform the rehearsal assistant of any changes immediately.

Founded in 1987

CITY

WIDE

CHOIR

c/o 65 Hester St.
Hamilton, Ont.
L9A 2N3

905-637-9994
905-389-3974

Music Director
Linda Bosela

Accompanist
Paul Grimwood

Manager
Pam Stansfield

Parent Coordinator
Shirley Nahle



a member of



UNIFORMS (for concerts)

13-7

Please make sure your child has the following items:

Girls: Black skirt, PLAIN WHITE LONG SLEEVE SHIRT (like a boy's shirt), black shoes, white nylons (tights)

Boys: Black pants, PLAIN WHITE LONG SLEEVE SHIRT, black shoes and black socks

RED VESTS: will be provided by the choir for concerts. It is very important that everyone has a "boys" white shirt.

RED FOLDERS

All newsletters, memos and forms will be sent home in a RED FOLDER. Please watch for it. Keep all info at home in yellow file folders provided, except for forms which should be returned in the RED FOLDER. Please ensure that this is returned the week after it is sent home. A newsletter form if filled out and returned could mean a prize for the chorister. (We have newsletter draws.)

MERIT POINTS

During the year, merit points will be awarded to outstanding choristers. Here are some of the ways you can get a merit point:

- showing extra kindness and support to new choristers
- having an excellent attendance record
- caring for music
- offering assistance when the need arises
- outstanding musicianship during rehearsals
- handing in music on time
- having a positive attitude and excellent behaviour during rehearsals and concerts
- practising at home

Merit points are recorded on the master seating plan. At the end of the year, awards will be presented to top chorister(s).

PARENTS

Parents play a very important role in the success of the City Wide Choir by:

- reviewing memos and newsletters after each rehearsal
- updating rehearsal and performance schedules and marking them on home calendars. We send home a calendar that you can update.
- making sure your child is punctual and attends all rehearsals and concerts.
- helping your child memorize words (all music performed from memory)
- volunteering time and talent (see parent volunteer form)
- making sure your child has uniform in advance of first concert
- attend parent information meetings

Note: Parking is not available at the Education Centre but you may drive through to drop off and pick up your child.

CHORISTER TRAINERS/SECTION LEADERS

Chorister trainers are selected from present choristers as a result of their excellent contribution to the choir and their music and leadership skills. Chorister trainers assist the Music Director by making sure new choristers are following the music correctly, by helping to mark the music properly, and by being helpful and supportive at all times.

HEAD CHORISTER(S)

The head chorister is someone who has shown exceptional leadership qualities and has made an outstanding contribution to the choir. He or she will assist Mrs. Bosela by reminding choristers of appropriate behaviour and about merit points, by encouraging new choristers, by reminding choristers to take home music and bring back every week, by announcing birthdays and by making Mrs. Bosela's job easier.

CITY WIDE CHOIR
IMPORTANT INFORMATION FORM

PLEASE PRINT

Parent's name(s) _____

Child's name _____

School _____

Grade _____ Birthday: day _____ month _____ year _____ age: _____

Address _____ City _____

Apt./unit _____ Postal code _____

Home Phone _____ Work phone _____

Emergency contact person _____ phone _____

Family doctor _____ phone _____

OHIP number _____

Allergies, medication, medical restrictions? _____

Email address _____

Fax number _____

Parent signature _____

Date _____

13-9
VOLUNTEER FORM
PLEASE COMPLETE AND RETURN A.S.A.P.
CITY WIDE CHOIR

ARTISTIC DIRECTOR
Linda Bosela

MANAGER
Pamela Stansfield

PARENT COORDINATOR
Shirley Nahle
389-3974



REHEARSAL ASSISTANT

Job Description: assists with signing in, keep the chorister list current, update bulletin boards, take sweater orders, take ticket orders and money, label and stuff envelopes for students-music teachers-principals, and keep chorister duotangs updated.

☐ September to December
☐ January to May

Best individual month:

PUBLICITY

Job Description: make up concert flyers and press releases for both auditions and concerts, make address labels for press releases, distribute flyers and press releases, make followup calls to radio and papers, write letters to the editor and to Board Members

☐ September to December
☐ January to May

Best individual month:

FUNDRAISING COMMITTEE
Sue Wilson (coordinator)

☐ September to December
☐ January to May

PHOTOGRAPHER/VIDEOGRAPHER

Job Description: taking candid pictures, rehearsal pictures, and full group pictures at concerts.

☐ September to December
☐ January to May

Best individual month:

LIBRARIAN

Job Description: number music, fill folders, assign to students, collect/sort/file music, track missing music.

☐ September to December
☐ January to May

Best individual month:

PLEASE CHECK AS MANY AS YOU WANT. STATE BEST MONTH(S) FOR YOU. THE PARENT CO-ORDINATOR WILL CALL YOU AT LEAST ONCE!

UNIFORMS

Job Description: concert dress coordinator to call if clothing needed, extra clothing to loan, help organize sweaters and size choristers, give out sweaters at concerts.

☐ I can help in this area

NEWSLETTERS

Job Description: receive information from the director, edit and type newsletter, return all materials to the director for duplication and distribution.

☐ September to December
☐ January to May

Best individual month:

CAR POOL MANAGERS
(4 volunteers required)

Job Description: to co-ordinate rides for students on your list, to call on snowdays or other emergency (see map for schools involved).

☐ Upper West ☐ County
☐ Lower West
☐ Lower East
☐ Upper East
☐ September to December
☐ January to May

CONCERTS

DAY TIME

- ☐ 1. Set up risers and take them down, check piano location and music stand.
- ☐ 2. Usher, collect tickets/money, give out programmes.
- ☐ 3. Chaperon choristers.

EVENINGS AND WEEKEND

- ☐ 1. Set up risers and take them down, check piano location and music stand.
- ☐ 2. Usher, collect tickets/money, give out programmes.
- ☐ 3. Chaperon choristers.

CHORISTER _____ PARENT _____

PHONE - HOME: _____

PHONE - WORK: _____

OCCUPATION: _____

EMPLOYER: _____

CHORISTER AND PARENT AGREEMENT

SEPTEMBER 1998 TO MAY 1999

We have read all of the conditions of being a chorister and parent of the City Wide Choir. We realize it is a privilege to sing in this choir and we will do all we can to live up to these expectations and thus ensure the continued success of the City Wide Choir.

In addition we will:

1. Endeavour to attend all rehearsals. (see conditions of membership in red folder)
2. Attend all concerts as listed on the calendar provided. Remember the choir has made a commitment for these dates and so have you as individuals. If a date is listed and you already have another commitment please let us know immediately in writing.
3. Keep calendar provided updated with new concert dates and times.

PLEASE PRINT WHERE APPLICABLE

Parent's Name(s): _____

Parent's Signature: _____

Child's Name: _____

Child's Signature: _____

School: _____

Grade: _____ Age: _____

TERMS OF REFERENCE

NAME OF AWARD

Hamilton Board of Education's City Wide Choir Fund

BACKGROUND

The Hamilton Board of Education's City Wide Choir offers after school choral training to Hamilton public school students from grades four through ten. The choir is comprised of 45 students from more than 25 Hamilton schools, and is open to all public school children who are willing to audition and commit to weekly practices at the Board of Education building. The choir celebrated its 10th anniversary in May, 1997 with the release of its debut recording on compact disc.

The purpose of the fund is to create a general trust fund exclusive to Hamilton Board of Education's City Wide Choir which will serve as a means to receive donations. The donations will be applied towards the City Wide Choir's activities and programs in accordance with the policies and procedures of the Hamilton Board of Education Foundation.

FORM OF THE AWARD

The award(s) from this fund is to be monetary in nature.

AMOUNT OF THE AWARD

The amount of the award(s) is determined by the Fundraising Coordinator for the City Wide Choir and/or designate(s).

The award can be withdrawn directly from the unexpended income, (consisting of non-invested donations and interest).

CRITERIA

The funds can be used towards augmenting activities of the Hamilton Board of Education City Wide Choir. The activities must be in accordance with Board of Education for the City of Hamilton Foundation policies and procedures.

The funds cannot be used towards the purchase of services provided by individuals or companies, nor for the payment of salaries, wages or benefits. The donations must be given to the fund free and clear - the donor can not receive a benefit from the donation.

The Fundraising Coordinator and/or the Foundation has the right not to accept a donation towards this fund if the donation is seen to be in contravention of the policies and/or procedures of the Hamilton Board of Education and/or the policies and/or procedures of the Foundation.

Prepared By

Cathy Dinter

Date:

Nov 18/97

Date:

Reviewed and Approved By

J. Bosele

Date:

Nov. 25/97

Sue Wilson

Date:

Nov 25/97

Ham. Public Library

ADDITIONAL INFORMATION FOR THIS EVENING'S

BOARD MEETING

Open Session

10. Personnel Report – *Pages 10-3 to 10-4*

CORRESPONDENCE

19. (a) M. Clarke re 'registration fees' (two letters)
19. (b) S. Coe re request for School Bus in Waterdown

Please add this information to your agenda packages.

*Regular Board
September 9, 1999*

Lay Down Report

SECTION II

CLERICAL UNIT

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

2B2) Retirements

The the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Johanna Harrod August 31, 1999

C. LEAVES OF ABSENCES

2C1) General Leaves

The the request of the following staff for a Leave of Absence, effective as shown, be granted:

Sharon Curtis October 01, 1999 to
September 30, 2000

SECTION V

ELEMENTARY SCHOOL TEACHERS

PROBATIONARY AND PERMANENT CONTRACTS

5D1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

Jennifer	Buckle	September 01, 1999
Kathryn	Curran	September 01, 1999
		.5 FTE
Donatella	DiCesare	September 01, 1999
Brian	Patton	September 01, 1999
Alice	Smith	September 01, 1999

SECTION VI

SECONDARY SCHOOL TEACHERS

C. LEAVES OF ABSENCES

6C1) General Leaves

The the request of the following staff for a Leave of Absence, effective as shown, be granted:

Warren A. Trimble September 01, 1999 to
February 04, 2000

D. PROBATIONARY AND PERMANENT CONTRACTS**6D1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

Richard	Irvine	September 08, 1999
Paulino	Machado	September 08, 1999
Dragica	Zdero	September 01, 1999

19.(a)

Michele Clarke 213 Park Street West
Dundas, Ontario L9H 1Y3 (905) 628-3015

September 3, 1999

Merv Matier, Director of Education and Secretary,
Hamilton-Wentworth District School Board,
100 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1

Dear Merv Matier:

Please find enclosed a copy of an article in the Flamborough Post which deals with registration fees or COMPULSORY FEES of any variety.

I'm sending you a copy of my article for several reasons:

1. To ensure that every trustee received a copy.

2. I request a copy of the communications which will be sent to parents - informing them that the Director of Education has stated: "There are no COMPULSORY REGISTRATION FEES in Secondary Schools under the jurisdiction of the Hamilton-Wentworth District School Board" and that the information would be transmitted to parents through school principals. **PLEASE NOTE:** I will personally pick up a copy from each school, if you would be so kind as to let me know when I will be able to obtain the letters.

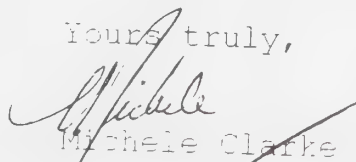
3. Enclosed is a copy of a letter to the Editor (Spectator, Fri., Sept. 3/99) where a parent claims the Board did not see a problem with schools charging user or registration fees. I draw your attention to paragraph 4:

"I did, however, clarify with the board that it did not see a problem with schools charging user or registration fees, nor does the board provide any type of oversight in these matters".

In view of the statement you gave me - I would appreciate it if you would clarify **THE BOARD'S** position on this matter.

I look forward to hearing from you at your earliest convenience. I, also, look forward to receiving your written response.

Yours truly,


Michele Clarke

CC: Flamborough Post
Hamilton Spectator

Weekend Flamborough Post

September 3, 1999

Vol. 3, No. 5

Community Newspaper \$1.00 (including GST) OPTIONAL 4-WEEK PAYMENT - \$6

245 Dundas St. East
Waterdown
• Dine-In
• Take Out & Delivery

Toonie Tuesdays!

KFC Delivery

310-44-44



Parents clamour for fee refund

BY MICHELE CLARKE

Special to the Post

Hamilton Mountain parent Tom Murray is not the only one concerned with compulsory secondary school registration fees. Flamborough parents are also questioning the practise.

Murray is angry that his daughter, a Grade 12 student at Sir Allan MacNab Secondary School, had to pay a \$10 registration fee before she was given her timetable on Tuesday, Aug. 31st.

After Murray's daughter paid her \$10 she was given a package which contained a letter (dated August 1999) from the principal, Trish Fulton, which reads, "All students will pay a registration fee of \$10. This money will help defray the administration costs associated with budget cut backs."

See School/page 3

Inside

Editorial	6
Sports	17
Community	8
Classified	20



School practices at odds with Education Act

Continued from page 1

"The money will purchase such items as report card paper and transcript paper (You will receive one free transcript when you graduate)."

Murray made his concerns public in an interview with CHML's Bob Spink. CHML aired the story on Tuesday, August 31st during the 12 p.m. news.

At 3:00 p.m. on Tuesday afternoon CHML aired an interview with Jane Allison, public relations officer for the Hamilton-Wentworth District School Board, who said, "The fees were not new."

On Wednesday (Sept. 1) morning Waterdown District High School principal, John Deven, confirmed that students picking up their timetable at Waterdown are not charged a registration fee. Students have the option of purchasing an activity card which includes a Student Photo ID Card and the Student handbook/planner date book. The ID Card gives students access to school clubs, dances, athletic events, and a discount on the yearbook.

He explained that Waterdown's \$20 Activity Card fee is optional. He also said that they tell students that if they have problems paying the fee to speak to a teacher, counsellor, or the principal or vice-principal and arrangements will be made. He added that every year the school covers the fee for about 100 to 150 students.

Secondary School Superintendent Ken Waters said, "No student would be refused admittance if they did not pay the fee." However he stopped short of confirming that the school board had no authority to charge a registration fee.

During an interview on Wednesday afternoon, Dr. Jack Berryman, of the Legal Department of the Ministry of Education, said, "There is no authority for a school board to charge a compulsory fee to register a student who has a right to attend a school."

He clarified that schools may charge optional fees for various school activities. The operative word is optional. If a student has the right to attend a school no fee can be charged which is associated with registration which includes processing option sheets and obtaining a timetable. This also can be extended to a charge for rental of a locker where a student is required to have a locker in order to attend school.

During a brief interview on Wednesday evening (Sept. 1), Merv Matier, Director of Education for the Hamilton-Wentworth District School Board, concurred with Dr. Berryman's reading of the Education Act. After a quick read of the letter from Sir Allan MacNab Secondary

School he said, "This letter will be changed - it should not state 'registration fee.'"

Some Flamborough parents are also concerned that they paid a \$20 registration fee in March when they filled out their children's option sheets. The Grade 9 option sheet form which is sent to Grade 8 students states,

"Return this option sheet and registration fee of \$20. With this compulsory fee you will be registered for the fall and receive in September a student handbook and planner date book and a student card (necessary to participate in school sponsored activities)."

Although Flamborough Trustee Reg Woodworth said, "The matter has not come before the Board," he added that he can remember paying fees when his children (now in their 30s and 40s) attended high school.

Flamborough parents are asking if they will receive a refund for the registration fee in view of the fact that they paid it believing that the Board had the authority to charge a compulsory fee.

Called at noon on Thursday following a principals and vice-principals meeting, Matier, director of education said, "All parents will be informed that there are no compulsory fees in secondary schools under the jurisdiction of the Hamilton-Wentworth District School Board."

He reiterated that principals will be directed to transmit this information to all parents. He clarified that this applied to all aspects of school attendance, from option sheets and timetables to locker or lock rental fees. Schools often have levied an optional student activity fee which covers a variety of school sponsored activities.

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Inspection

FREE
Shuttle
Service



Bring your vehicle to Canadian Tire

We're Burlington's choice for automotive repairs; professional, reliable auto service at the lowest guaranteed price.

Formula 1 Lube, Oil & Filter Here's what we'll do: ✓ Lube, Oil & Filter - Include up to 5 litres of Formula 1 10W/30 Motor Oil & a new MotoMaster Oil Filter. Offer expires September 8/99	\$17.95 Most cars & light trucks. Plus \$2.00 Enviro disposal fee. BONUS: INCLUDES STP GAS TREATMENT	Here's what we'll do: ✓ Wheel Alignment ✓ Wheel Balancing ✓ Rotate Tires as recommended by manufacturer
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CANADIAN TIRE

Accepts the following

NION

HOWARD ELLIOTT 526-3348



LETTERS

S. doesn't help us

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note to
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not braggarts like them," etc.

I do love this country and, having lived in the U.S., prefer Canada mostly because I think we are a more compassionate society. But I can love this country without engaging in anti-Americanism.

The truth is we didn't have a positive reason for forming Canada and there has been constant bickering between all levels of government to this very day. It's been a constant turf war between governments, a power game be-

BACK TO CLASS

New student turned away until he's got \$10 school fee

Earlier this week, my son went to the high school where he'll be starting his first year.

He was told at the end of last school year where and when to show up for his class schedule and there he was, as asked, on time.

However, there was one problem: He didn't have the \$10 registration fee the school has decided to charge. So my son was turned away and told to come back for his timetable when he had his \$10.

The school's explanation to me is funding cuts. The board of education tells me I have to take it up with the school as the board is not involved.

I did, however, clarify with the board that it did not see a problem with schools charging user or registration fees, nor does the board provide any type of oversight in these matters.

So what now? If I don't pay the \$10, my son can't go to school? And what about our future? Will we be paying registration fees for grade school soon? And once that happens, how much will that \$10 become?

I understand that, right now, some schools in the Hamilton area are charging each student up to \$50. I have also heard the term "locker fee" as well.

And on a personal level, imagine turning a child away from school and telling him to come back when he has \$10 to give them. Whoever made this decision should be ashamed of themselves.

Grade nine students have enough anxiety to deal with beginning high school, without being put in the middle of an adult issue.

Arniece Davignon, Hamilton.

MERCY KILLING

Palliative care won't grow if euthanasia is practised

RE: 'Dutch have started down a slippery slope' (Aug. 18), and 'Reader is left aghast at comparison to Nazis' (Aug. 21).

Letter writer Marcia Haars is justifiably proud of her Dutch heritage. There are many accounts of Dutch citizens risking their lives to save Jewish lives during the Holocaust.

We do well, however, to ponder the question

19.(a)-4

Michele Clarke
213 Park Street West
Dundas, Ontario L9H 1Y3
(905) 628-3015

September 4, 1999

Merv Matier, Director of Education and Secretary,
Hamilton-Wentworth District School Board,
100 Main Street West,
P.O. Box 2558,
Hamilton, Ontario
L8N 3L1

Dear Merv Matier:

Please find enclosed a copy of a letter addressed to Dalton McGuinty, Liberal Leader, dated September 3, 1999; A copy of McGuinty's New Release dated September 2, 1999; and a copy of a Flamborough Post article entitled '**Parents clamour for fee refund**', Friday, September 3, 1999.

I believe that you may want to check statements which were made by a Board 'spokes person' to CHML's Bob Spink before you respond to any inquiries with regard to the Board's position on REGISTRATION FEES.

I believe that McGuinty got the wrong end of the stick because no distinction was made by the 'Board's Spokes Person' between REGISTRATION FEES and OPTIONAL FEES for ACTIVITY CARDS and the like. A distinction which, I believe, can not be trivialized.

Sincerely yours,


Michele Clarke

19(a)-5

Michele Clarke 213 Park Street West
Dundas, Ontario L9H 1Y3 (905) 628-3015

September 3, 1999

Dalton McGuinty, Liberal Leader
Room 1640, Whitney Block,
Toronto, Ontario M7A 1A4
Fax: (416) 325-9896

Dear Dalton McGuinty:

After reviewing your News Release dated September 2, 1999, Re:

**"Mike Harris' education cuts mean new out-of-pocket
cost for parents and students going back to school..."**

It appeared to me that you may have failed to grasp the essence
and the seriousness of the item listed as the third bullet:

- **Sir Allan McNab Secondary School in Hamilton is
requiring all students to pay a \$10 dollar fee to
cover basic supplies.**

Therefore I'm sending you a copy of an article I wrote for the
Flamborough Post, dated Sept. 3/99, which may shed some light
on the matter.

This practice is not unique to Hamilton-Wentworth. Principals
throughout Ontario are exceeding their authority and the
authority of school boards by levying registration fees, locker
rental fees, etc.

I believe that by overstepping their authority under the
Education Act, the lesson principals are transmitting to
students is fairly clear:

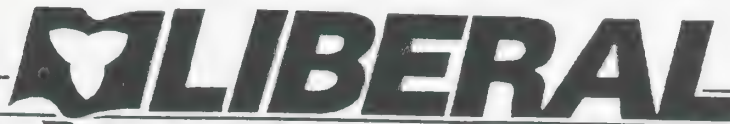
If you NEED the money - blend or break the law to get it.

As a former school board trustee (1988-91) on the former
Wentworth County Board of Education, it distresses me that
principals have become involved in practices which contribute
to the erosion of the principle of universal access, which I
believe to be, the corner stone of Public Education.

Sincerely yours,

Michele Clarke

CC: Howard Hampton, Leader of the NDP Party
Merv Matier, Director of Education and Secretary, HWDSB ✓



NEWS RELEASE / COMMUNIQUE

19(a)-6

September 2, 1999
For Immediate Release

Back to School Means Opening the Chequebook *Harris Cuts -- Families Pay*

QUEEN'S PARK -- Mike Harris' education cuts mean new out-of-pocket costs for parents and students going back to school, says Liberal Leader Dalton McGuinty.

"The evidence is pouring in. Families are literally paying the price for Harris' cuts," McGuinty said.

McGuinty was referring to a flood of studies and media reports that show parents and students are paying more than ever before for basic school supplies and tuition.

Some examples:

- The Ottawa-Carleton District School Board has adopted a new policy requiring primary and intermediate school students to supply their own materials, including pencils and paper.
- A list of 23 "required items" sent home with Grade 4 and 5 students in one Nepean public school cost more than \$150 before taxes.
- ■ Sir Allan McNabb Secondary School in Hamilton is requiring all students to pay a \$10 dollar fee to cover basic supplies. ←
- Statistics Canada reported last week that, compared to other provinces, Ontario has the highest increase in tuition fees this year.
- Another Statistics Canada report, this one on family spending, showed household spending on education is up 19 per cent because of cuts.
- A recent National Council on Welfare study showed the poorest 20 per cent of Canadian households now spend 5 per cent of their income on basic education supplies and tuition.

"What Mike Harris puts in one pocket with tax cuts, he takes out of the other pocket in user fees and reduced services," McGuinty said.

"Families are paying more this year to make up for the Harris cuts. And they're paying more for less because the quality of education is being compromised."

-30-

Contact: Ann Wales (416) 325-7185.

Dalton McGuinty
Leader of the Official Opposition

Room 1640, Whitney Block, Toronto, Ontario M7A 1A4 Tel.: (416) 325-7200 Fax: (416) 325-9896
Bureau 1640, Édifice Whitney, Toronto (Ontario) M7A 1A4 Tél.: (416) 325-7200 Téléc.: (416) 325-9896

Dalton McGuinty
Chef de l'opposition officielle

www.ontarioliberal.on.ca

19(b)

August 18, 1999

Hamilton Wentworth Board of Education
100 Main St. W.
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

OFFICE OF THE

AUG 25 1999

DIRECTOR OF EDUCATION

Attention: Director & Secretary

RE: Request for School Bus at Hollybush & Kildonan Cres., Waterdown

As I started to prepare for my 5 year old son to attend Guy Brown Public School in Waterdown I was dismayed to find that the Board had decided to terminate buses from the corner of Hollybush Drive and Kildonan Crescent to the school. I find it unreasonable to expect that the children in this area have to walk, the distance being exactly 1.5 km from my front door to the school.

I have mapped out the route these children have to take and found it to be riddled with safety hazards. As a claims adjuster for a major general Insurance company I have seen first hand the tragedy and heartbreak that occurs to families during a simple walk to school.

Below I will outline the **safest** route that my son would travel:

He will have to walk down to the north end of Kildonan and follow the sidewalk over a bridge, past the park to the stop sign at Ryan's Way. Then he will have to cross Hollybush at the stop sign and then cross Ryan's Way as he continues northbound. 3 streets up he will have to turn right up Long Year and travel 2 further streets before he has to cross Duncan Ave. He will then continue eastbound on Long Year. At the end of Long Year, after he goes over another bridge, he will have to cross Brian Blvd and head north again, then turn right up Fenton Street. Finally at the end of Fenton Street, he will have reached Braeheid but now he has to turn right again and go south for 2 more streets before he reaches Guy Brown School.

Whew! See how easy it would be for a child to get lost or distracted or hit by a car or picked up by a stranger. Let alone the fact that they'll be exhausted by the time they get to school. This is not my idea of a great way to start the learning day.

I would also like to bring to your attention some of the **safety hazards** I have noticed on this route:

- Construction is still very prevalent in this area as builders continue to complete the south end of Hollybush.
- Hollybush is a throughway from Hwy. 5 to Parkside Drive and is heavily used during the times that these children will have to venture out. Only one stop sign is present over the entire stretch of road and it does not sufficiently slow down traffic.
- The children on the west side of Hollybush will have to cross Hollybush at some point. I have never seen a crossing guard anywhere along this road.
- There is too large of a distance between the last house on Kildonan and the next house by the stop sign at Ryan's Way. Included in this section of the trip is a walk over a bridge, past a park and across Hollybush. The children have too far to go if they were ever to need assistance from a block parent.
- The children have to cross over 2 creeks and cross 3 busy streets. I have timed the walk from my house to the school and it takes just under 30 minutes at adult walking speed. Is it fair to ask a small child to walk that far and actually expect them to get there on time?
- An alternate route could be the path which runs along the creek and connects with Riley on the other side, however there are no houses on this path and I would never, ever consider letting my son use this

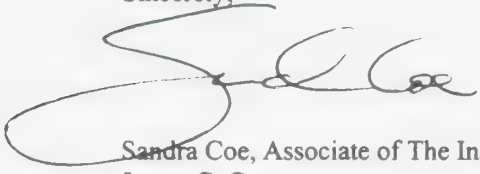
path without adult supervision. All the parents of Guy Brown School in this area agree on this decision!!

- We could drive our children every day, but if every parent in the Hollybush neighbourhood does this then it will greatly increase the volume of traffic in front of the school which is already a traffic nightmare during the school year. Why not have only 1 vehicle coming from the Hollybush neighbourhood instead of many? Not only that, but working parents will have to find daycare in the local area of the school versus finding someone in their own neighbourhood to meet their children at the bus stop. Let's remember that Guy Brown does not have an after hours program available either.

I urge you to take another look at the decision to remove the buses from Hollybush for the sake of all the children. It would be a horrible, horrible thing if something happened to one of them during the obstacle course of danger that the board expects them to travel. I would think that the exposure for a lawsuit would alone be enough to convince the Board to act on this potential liability hazard.

I invite the Board members to come out and walk the walk themselves to see just how far it really is. Then I'll ask you if you would let your 5 year old child walk to school and home every day. I trust you will give this matter your immediate attention and consideration.

Sincerely,



Sandra Coe, Associate of The Insurance Institute of Canada
James C. Coe
54 Kildonan Cres.
Waterdown, Ontario
L0R 2H5
(905)689-9710

cc: Guy Brown Public School

CAB ON HW 026

A 333

1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

BUSINESS COMMITTEE
Thursday, October 21, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of September 16, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

URBAN MUNICIPAL

L. Orban

OCT 20 1999

DELEGATION:

5. Ancaster Basketball Club

GOVERNMENT DOCUMENTS

L. Bieksa

ACTION ITEMS:

6. Ancaster Basketball Club (ABC Magic)
7. Industry-Education Council of Hamilton-Wentworth Presentation
8. School Day and School Program Policy
9. Balaclava Public School – Creative Playground
10. OMERS Participation
11. Education Development Charges Report
12. Request for Liquor License – Foundation Delta
13. Recommendation from the French Immersion Advisory Committee Meeting of September 28, 1999

D. Grant
M. Matier
M. Matier
A. Cupido
D. Grant
D. Grant
E. Bond
K. Croxall

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

14. Public Questions for Clarification

Future Meetings:

Board	October 28, 1999	8:00 p.m.
Special Education Advisory Committee	October 27, 1999	7:15 p.m.
Education Committee	November 4, 1999	7:00 p.m.
Board	November 11, 1999	8:00 p.m.
Business Committee	November 18, 1999	7:00 p.m.
Special Education Advisory Committee	November 24, 1999	7:15 p.m.
Board	November 25, 1999	8:00 p.m.

CAB ON HW 22
A 333
1999

**URBAN
MUNICIPAL**

**MINUTES OF THE BUSINESS COMMITTEE
SEPTEMBER 16, 1999**

Those present: Lillian Orban (Chair), Heather Bullock, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Joseph Rogers, Eleanor Johnstone and Bruce Wallace.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), P. Gillie (Superintendent of Education – Mountain East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and E. Bond (Superintendent of Education – Secondary East), K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 7:09 p.m.

2. Approval of Minutes

It was moved by H. Bullock: That the minutes of June 17 and June 23, 1999 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of Agenda

The Chair outlined the Additional Items:

9-3. Study Area Accommodation Meetings

13(a). School Budget Surplus Carry Forward

13(b). Elementary Teacher Staffing

It was moved by H. Bullock: That the agenda be approved as amended.

CARRIED.

DELEGATION:

5. Transportation Issue from Brenda J. Paraszczuk

The Chair welcomed Brenda Paraszczuk and outlined the procedure for a delegation.

In response to questions, B. Paraszczuk confirmed that other families share the concern with the drop off route in the afternoon also noting this has been a concern even before the amalgamation of the two former Boards. B. Paraszczuk responded to a query as to what she sees as a solution stating that perhaps new routes should be drawn up according to the addresses on the present route.

The Chair pointed out that the Transportation policy would be discussed later on the agenda at which time this could be referred to the Joint Advisory Committee for changes.

J. Bishop stated the problem is with operations and not the Transportation Policy itself. She voiced concern that it would be inappropriate for this issue to be forwarded to the Joint Advisory Committee and suggested trustees could refer these concerns to administration and ask for a report back.

It was moved by R. Woodworth: That the transportation issues presented by Brenda J. Paraszcuk be referred to administration for action in accordance with current policies and for reference in the development of the transportation policy for the new Board.

CARRIED.

At this point, the Chair noted that Trustee Hicks would be joining the meeting later. She then welcomed some faculty of education students who were monitoring the meeting.

ACTION ITEMS:

6. Dispatch Centre for Administration of Occasional Teacher Assignments

K. Bain presented the report and the recommended action. He referred members to Appendix A and added this is the first step towards an automated system that would be integrated with our payroll system.

K. Bain explained that it was recommended that \$60,000 be taken from the elementary school budgets and a further \$70,000 from the HR/Payroll project.

D. Grant responded to a query with respect to the location of the dispatch centre stating initially the sixth floor conference room would be utilized. He also clarified this would be a one-year assignment for the staff involved; however, even with an automated system there would probably be a need to retain at least one full-time equivalent person to maintain the system.

L. Peddle suggested if this is a one-year interim plan that we don't have enough money to fund, perhaps principals could manage until the automated system is implemented.

H. Bullock outlined the past practice with the former County Board stating that four or five occasional teachers per school were on a list and the benefit of this system was the familiarity of occasional staff and the elimination of time spent on the phone. K. Bain responded that there are a set of procedures recommended to Executive Council that need to be matched with new collective agreements.

Trustees voiced concern over the \$130,000 that would be needed to fund this project asking where the money would come from and what area would suffer from its loss. B. Wallace suggested this was part of the job of a principal when he did the job stating personally he liked to know who was coming into his school in the interest of program delivery and continuity for students.

J. Bishop acknowledged sorting out occasional teachers has been an on-going issue; however, it would be nice to have some statistics as to the amount of time the principal or vice-principal is spending dealing with this. K. Bain responded there are many variables including the time of year, weather conditions and illness.

E. Johnstone asked where the \$60,000 from the school budget would be redirected from hoping it would not be taking essential supplies from the schools such as custodial supplies. A. Cupido at the direction of R. Mulholland responded that this recommendation would not impact on the custodial supplies budget.

L. Peddle stated the bottom line is \$60,000 is being taken from the schools.

At this point L. Orban asked R. Woodworth to assume the Chair. She explained principals she had spoken to said they would see this as a relief not a solution. She added the Peel Board is investigating a Y2K system that would cost thousands of dollars especially in yearly maintenance. She noted she had hoped there would have been a report with an automated costing and maintenance costing not just a transitional report.

L. Orban then resumed the Chair.

H. Bullock noted that although administration thought this was a need perhaps if there were another approach to help relieve some of the confusion with respect to occasional teachers, trustees would be willing to hear that at a future meeting.

4. 1999-2000 Renewal of School Boards' Copyright License

D. Grant reviewed the report. He stated the fee for 1998/1999 was \$2.00 per student with fees for the next five years included in the report.

The Chair explained she understood that OPSBA had negotiated this agreement with CanCopy and wondered if Boards who are not members would also benefit from this. B. Wallace responded that he thought a Board who does not belong would negotiate their own fees and would probably pay extra.

It was moved by R. Woodworth: That the report dated August 31, 1999 regarding the new CANCOPY license be received for information purposes.

CARRIED.

5. Transportation Policy

The Chair commended the Transportation Policy Committee especially D. Sage on such a comprehensive policy.

D. Grant outlined the two recommended actions. He then highlighted several points:

- the committee is still in the process of pulling together financial statements;
- to date the Ministry has not come forward with a funding policy for transportation;
- student eligibility is the cornerstone of the policy;
- the committee determined that consistency was important and therefore the policy purposely does not address rural and urban communities differently;
- the policy also takes the position that safety is not the exclusive mandate of the school board; consequently, local hazards does not constitute a reason for the provision of transportation service.

At this time D. Grant recognized the excellent work of the committee and the many individuals involved. He then called upon D. Sage to present the report.

D. Sage noted that transportation continues to be a privilege for eligible students pointing out that the Board continues to be committed to safe, secure and punctual transportation. He highlighted Appendix E stating this was a result of Executive Council asking a committee to review the issue of behaviour of students on busses. He also noted that the transportation policy serves 16,000 students per day over 1100 square kilometers.

B. Wallace indicated for the benefit of those trustees on the Joint Advisory Committee he felt there should be a differentiation between urban and rural as they are different. He stated in an area where urban transit doesn't exist the only option is driving a child to a bus stop or straight to the school. He also asked if the committee had spoken to the coterminous Boards about their respective transportation policies pointing out our Board doesn't want to lose students who may be able to receive transportation to attend school in another Board.

R. Woodworth referred to Appendix A asking who the property committee consisted of. D. Grant responded that earlier in the amalgamation process there was a property committee established that eventually disbanded. He noted at that time trustees gave direction that those who wished to remain on the transportation committee could do so.

R. Woodworth voiced concern over the long walking distance particularly for junior kindergarten students and the cancellation of bus service at 6:00 a.m. due to fog conditions that could clear up later in the morning.

D. Sage responded that walking distances to a bus stop would not exceed .8 km this being consistent across the region. He noted the cancellation of bus service for the day due to the fog conditions was recommended by principals in order to lessen confusion throughout the day.

D. Grant clarified several points:

- the financial information aspect of the policy will be brought forward at the Joint Advisory Committee;
- the policy committee did not differentiate between urban and rural and decided to establish a consistent walking distance across the jurisdiction.

Several trustees shared concerns with respect to the walking distances particularly in hazardous conditions noting that perhaps exceptions could be made. H. Bullock also noted that travel time itself for a secondary student who could potentially be on a bus for an hour after having walked .8 km and then perhaps have a fifteen minute wait either before or after school, is spending close to three hours commuting per day.

In response to a question as to whether or not the Policy Committee had reviewed other Boards' Transportation Policies. D. Sage replied in the affirmative; that the Committee referred to a Ministry produced document that summarized the best practices from Boards across the province.

After some debate with respect to defining urban and rural throughout the policy, D. Sage clarified that the walking distance to a bus stop is a maximum of .8 km and that presently eighty per cent of students in the former County Board are transported to school.

At this time D. Grant respectfully suggested that if the policy were to be referred to the Joint Advisory Committee it could be debated in a larger setting with representation from many quarters. He noted the issues raised tonight including urban and rural definitions could be further debated at that time.

R. Woodworth expressed some concern stating he would like to see a policy more clear cut and straight forward before it is brought to the Joint Advisory Committee.

B. Wallace reminded members the policy would have to go through Board for final approval.

It was moved by H. Bullock: That the Draft Transportation Policy statement and operating procedures be referred to the Joint Advisory Committee and implementation be targeted for September 1, 2000.

LOST – 2 in favour, 2 opposed.

J. Bishop pointed out the issue facing members seemed to be the concern over the position of the policy regarding hazardous conditions.

At this time,

It was moved by R. Woodworth: That the Draft Transportation Policy be referred back to administration to review the position taken in the draft policy regarding hazardous conditions.

CARRIED.

[L. Peddle was not in the room for the vote.]

It was moved by H. Bullock: That the application of Appendices D, E, F be approved as the Board's practice for the 1999-2000 school year.

CARRIED, 2 in favour, 1 opposed.

[L. Peddle was not in the room for the vote.]

The Chair noted if consequences are suffered due to the implementation of these practices changes can always be considered at a future date.

6. Instructional Facilities Review

D. Grant noted the attachments that establish the Accommodation review. He then reviewed the report highlighting the following references from the School Closure Policy:

- program viability to the point where the quality of the program is seriously endangered;
- low occupancy – benchmark given is 70% of capacity;
- structural condition, mechanical, safety (noting school adopted that the facility condition indices will greatly assist in this assessment).

D. Grant explained this is the beginning of a consultative process to provide a forum to engage in a process to review the accommodation in each of the study areas. He noted the Accommodation Report is a statistical reference and will serve as a resource manual.

D. Sage went through the manual noting that it provides statistical data presented in a consistent fashion for each school and does not contain recommendations. M. Matier referred to page 9-3 that outlined a meeting schedule that offered a minimum of three meetings for each study area between now and December, 1999.

L. Orban noted this resource document would be made available to the public through the Dr. H. Paikin Library.

L. Peddle asked why catchment maps were not included in this document. D. Sage responded that the committee is developing a further subset of plans for each school.

D. Grant added that over the summer decisions were made with respect to information that administratively could be provided. He pointed out there will likely be a need for information beyond what is in the reference manual. The protocol planned is that all requests for information will be directed to the Superintendent of Education and reviewed by Executive Council.

L. Peddle emphasized that the Board needs to provide as much information to the public as possible. She also expressed concern at the limited number of meetings that had been planned and felt that more commitment needed to be shown with respect to this issue. D. Sage confirmed that the catchment area data would be prepared and available for each one of the study areas.

In response to a question with respect to who would receive a copy of the accommodation report, M. Matier stated that five hundred copies would be produced which would supply school councils, principals and trustees each with a copy.

H. Bullock stated that junior kindergarten enrolment would significantly change statistics as of October, 1999 in county schools. M. Matier responded by indicating that the two Superintendents of Education who attend each study group meeting would have knowledge of the current situation and will understand exactly what is happening at that school.

L. Peddle reiterated her concern as to the limited number of study group meetings. M. Matier noted that the three meetings listed are for the entire study area team. However, it is anticipated that much work and subgroup meetings will be achieved between these meetings. He added school councils and principals will do work on their own with the knowledge that they can certainly contact the Superintendent of Education for help. He also explained that the approved action plan provides for the completion of phase 1 by December 1999, however there is still phase 2 of the action plan to be completed after that.

At this time, H. Bullock expressed this is going to be a mammoth task, however, the timeframe is quite reasonable.

It was moved by H. Bullock: That the 1998/1999 Accommodation Report be received for information.

CARRIED.

10. Education Development Charges

D. Grant noted this is the regular monthly report. He noted that approximately \$1.2 million of the EDC monies have been designated to fund the acquisition of the Meadowlands site in Ancaster.

It was moved by H. Bullock: That the Education Development Charges Reports dated May 31, June 30 and July 31, 1999 be received and filed.

CARRIED.

11. O.P.S.B.A. 1999/2000 Membership Fees

D. Grant presented the report noting that the fee is just over \$87,000.

It was moved by R. Woodworth: That the 1999/2000 Ontario Public School Boards' Association Membership Fee in the amount of \$87,076.60 (GST included) be approved.
CARRIED.

J. Bishop asked if the Board was still a member of the Ontario Educational Research Council and the Canadian Educational Association stating she hadn't received their newsletter recently. M. Matier responded that he believed the Board was still a member of these organizations.

B. Wallace added the Board is also a member of the Canadian School Boards' Association.

12. Westdale Request for a Liquor License

K. Waters reviewed the request.

It was moved by L. Peddle: That The Hamilton-Wentworth District School Board approve the request from Foundation Westdale to acquire a liquor license for their planned Octoberfest dance on October 23, 1999.

H. Bullock felt the Board only approved this kind of request in special cases, however, this was an annual event. K. Waters responded the Board has approved similar cases.

To the motion, CARRIED, 3 IN FAVOUR, 1 OPPOSED.

13. City-Wide Choir

K. Croxall presented the report. She noted that trustees are probably well aware of the history of the City-Wide Choir. She also noted that although the Choir had been supported with some central funding from the Board in the past; however, there was no longer any funding available to sustain such provision in the future.

It was indicated that the choir is an extra-curricular activity and the Board doesn't fund other extra-curricular activities.

After some discussion, K. Croxall clarified a school would still be made available for rehearsals and tax receipts would be issued for those who made donations.

It was moved by R. Woodworth: That the Hamilton-Wentworth District School Board approve the Hamilton-Wentworth District School Board Choir as a recognized co-instructional activity of the Board provided that:

- the Choir operates at no cost to the Board, and
- an employee of the Board undertakes a leadership role with the Choir.

CARRIED.

13(a). School Budget Surplus Carry Forward

K. Bain reviewed the report. He clarified that Franklin Road School should also have been included in the recommendation.

It was moved by H. Bullock: That the principals of Ancaster Senior Public School, Yorkview School and Franklin Road School be allowed to carry forward their school's budget surplus into the 1999-2000 school year.

CARRIED.

At this time,

**It was moved by R. Woodworth: That the meeting be extended to complete the agenda.
CARRIED.**

13(b). Elementary Teacher Staffing

K. Bain outlined the report that requested the authority to staff schools. He explained enrolment had increased which will increase funding.

It was moved by R. Woodworth: That the Superintendent of Education with the elementary teacher staffing portfolio be authorized to hire up to 5.5 teachers greater than the staffing allocation provided in the approved 1999/2000 budget since September enrolment has exceeded the number of students projected.

H. Bullock asked how many schools or classes would be affected. K. Bain responded there are twenty-six schools who will either add or lose teachers.

To the motion, CARRIED.

The open session then adjourned at 10:45 p.m. and the Committee met in-camera.

kc

DELEGATION

BUSINESS COMMITTEE
1999 10 21

#5

Oct 4, 1999
Mr. Merv Matier
Director and Secretary
The Hamilton Wentworth District School Board
Hamilton, Ont

OFFICE OF THE

OCT 11 1999

DIRECTOR OF EDUCATION

Dear Mr. Matier,

The Ancaster Basketball Club requests to appear as a delegation at the Oct 21 Business Committee meeting. It is our understanding that a staff report will be presented that could result in ending recreation weekend gym programs in Ancaster.

Our presentation will be a request to remain "status quo" and follow the guidelines that were agreed to with the former Wentworth County Board of Education. We will outline the rationale used and the benefits to the children, community and schools.

Attached, you will find a letter to Mr. Sage and an outline of a benefits package that you could forward to the trustees prior to the meeting. Our goal is to find a happy resolve and not cancel weekend children's programs.

If you feel this issue can be dealt with now and a presentation may not be necessary, please call me immediately. We would be pleased to negotiate a win/win situation.

Sincerely,



Len Biekse
President
Ancaster Basketball Club

Home Phone: 648-3190
Work Phone: 546-2138
Fax : 648-1550

Sept 20, 1999
Mr. Daryl Sage
Manager of Plants
Hamilton District Board of Education

Dear Mr. Sage,

We are a volunteer parent group that formed seven years ago to address the needs of the community. Our goal is to provide positive leisure pursuits for the youth in the community. Our tool is basketball. Our objective is to positively influence their decisions when they start making their lifestyle choices. After reading today's **front page** story of the Hamilton Spectator regarding gang attacks at Ancaster High, it appears the need for our work in the community is even more vital.

We are a non profit volunteer group that operates a program through registration fees, sponsorships and fundraising. We do not receive an operating grant or subsidy from the town of Ancaster. We operate our Sunday program through the Town of Ancaster Culture and Recreation Department. We pay all direct costs to the Board of Education and to the Town of Ancaster. We do not create a further burden on the tax payers. Our user fees pay for rental fees, permit fees, Town of Ancaster supervision fees, extra hall monitor fees, equipment and program operation costs, uniforms, Hamilton Basketball officials during tournaments, Board of Education caretaker fees during tournaments, additional financial donations to the schools, and donations of major equipment to the schools. We accept registrations with no additional surcharge or limited registration from residents of Hamilton, Dundas, Mt. Hope, Flamborough, Copetown and Lynden. We sponsor children who cannot meet the cost of the program. We are open to all.

For the past six years we have been operating this program in harmony with the Town of Ancaster and Ancaster High. It has been a highly successful program that is a win/win situation for everyone.

Just recently, we have received an additional bill of approximately **\$21,000**. Our executive have verbally been in touch with yourself and your staff. We have been trying to offer solutions to the issues. It is apparent, we don't understand the issues. There are only two viable solutions. You have the option of helping find the solutions or shutting down our program.

Ancaster Basketball requests that you fax us: a) information regarding the breakdown of the \$21,000 charge, b) defining the issues and the roadblocks c) your solutions to resolving this issue. We would appreciate receiving this information by Sept 30. We will digest and discuss your information and probably then request to appear as a delegation. Please advise us of the proper protocol in order to proceed in this direction. If you feel that a solution can be found beforehand, please let me know and we would be happy to meet with you.

Sincerely,

Len Bieksa
President
Ancaster Basketball Club

cc: Mr. Bruce Wallace – Trustee
Mr. Paul Harrison – Director of Culture and Recreation – Town of Ancaster
Mr. Ross Fair – General Manager of Community Services- City of Hamilton
Ms. Jan Southall-Evans – Principal – Ancaster High School
Presidents of all Parent Councils in the Town of Ancaster

Benefits of Recreation Activities Provided by Ancaster Basketball Club

Benefits to the school

- The school receives an annual donation of money to supplement other activities
- Ancaster High received an \$8,000 scoreclock which was donated by Ancaster Basketball
- Sr Public received the "old" scoreclock from the High School. Ancaster Basketball made this possible and paid all costs of installation
- All schools used on week nights receive a donation of equipment or money above the permit rental fee
- There is a direct relationship between the reduced weekend vandalism at Ancaster High and Ancaster Basketball using the gyms on Sundays
- Sr. Public will be receiving a donation of new backboards at the cost of \$6,000
- There are no direct costs to the school
- Programs such as ours are the long-term solutions to reducing violence and gang mentality.

Benefits to the Community

- Vidal program activities are being provided for youth at no additional cost to the taxpayer. The Ancaster Basketball Club model of providing service is the direction that all recreation departments throughout Canada will be striving to achieve. Shrinking tax dollars need communities to do business in a different way. Community based service providers is the new direction.
- Leisure activities provide leadership opportunities that build strong communities.
- Community recreation reduces alienation, loneliness and anti-social behaviours.
- Community recreation promotes ethnic and cultural harmony
- Recreating together builds strong families, the foundation of a stronger society.
- Leisure activities provide opportunities for community involvement, and shared management and ownership of resources.
- Leisure opportunities, facilities and quality of the local environment are the foundations of community pride.
- Pay now or pay more later. Investment in recreation as a preventive health service makes sense.
- A fit work force is a productive work force. A fit student is a productive student.
- Meaningful recreation programs reduce the high cost of vandalism and criminal activity.

Benefits to the youth in our community

- Leisure opportunities for youth provide positive lifestyle choices and alternatives to a self-destructive behaviour.
- Meaningful recreation activities are an essential source of self-esteem and positive image
- Leisure provides the opportunity to lead balanced lives, achieve our full potential and gain life satisfaction.
- Recreation is essential to stress management.
- Children's play is essential to the human development process
- Regular physical activity is one of the best methods of health insurance.

Ancaster basketball provides an opportunity for children to feel good about themselves. New friendships are developed not only between the participants but by families as well. We provide an opportunity to develop team goals and team objectives. Interaction between team and individual needs is a very important life skill. The sense of acceptance and acknowledgement of your contributions by your peers adds to the enjoyment and fun. Representing Ancaster throughout Ontario and the United States instils community pride.

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5-17

Oct 3, 1999
Mr. Merv Matier
Director and Secretary
The Hamilton-Wentworth District School Board
Hamilton, Ontario

OFFICE OF THE

OCT 18 1999

DIRECTOR OF EDUCATION

Dear Mr. Matier,

I am a parent of a child that is currently involved the Ancaster Basketball Club program. For the past six years the program has been operating in harmony with the Town of Ancaster Culture and Recreation Department and Ancaster High. It has been a highly successful program that is a win/win situation for everyone. The club has just received an additional bill of approximately 21,000. There is a strong possibility that this program will be shut down. As a concerned member of the community, I want to express my displeasure regarding this matter.

Sincerely,

Corinne Brown

Signature:

Corinne Brown

Address:

6 Cottonwood Ct

Ancaster

L7G3W1

171 petitions received

as of 1999 10 14

A C T I O N I T E M S

BUSINESS COMMITTEE
1999 10 21

#6

The Hamilton-Wentworth District School Board

Memo

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 10 14

RE: Ancaster Basketball Club (ABC Magic)

Approved for distribution
by the Director.

Signature: [Signature]

Date: Oct 14/99

Recommended Action:

Moved by _____

That a caretaker be on duty to provide security and maintenance of Board facilities when accessed by The Ancaster Basketball Club (ABC Magic) and that any applicable charges for custodial overtime be applied to the permit in accordance with the Board's Community Use of Schools policy statement.

BACKGROUND

The Ancaster Basketball Club (ABC Magic) established a relationship with the former Wentworth County Board of Education. This basketball association originated to address community needs and to pursue a goal of providing positive leisure pursuits for youth. ABC Magic is a non-profit volunteer group that is financially supported through registration fees, sponsorships and fundraising.

ABC Magic has enjoyed weekday and weekend access to Board facilities through an annual agreement. A schedule of ABC Magic's use of Board facilities has been prepared in Appendix A. Appendix B contains the details of this 1996/97 working agreement. Appendix C provides a 1996 administrative overview of the impact of the agreement at that time and recommends that the agreement be entered into noting that the "Board is deferring a potential revenue of about \$23,500 in return for \$2,000 - \$5,000 in contributions". The ABC Magic agreement was presented to the Wentworth County Board of Education. On September 9, 1996 the following resolution was adopted:

That the Wentworth County Board of Education accept the proposal presented by the Ancaster Basketball Club (ABC Magic) for the 1996-97 school year.

In the absence of a renewed Board motion, for the 1997-98 school year and beyond, ABC Magic has continued to operate under the terms of the previous agreement.

Following school board amalgamation, the Hamilton-Wentworth District School Board adopted a new policy regarding Community Use of Board Facilities/Properties Policy No. 4.0, which states:

It is the policy of The Hamilton-Wentworth District School Board to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the education program, available resources and for the protection and maintenance of Board property at no cost to the Board.

In June of 1999, groups were verbally advised that through the consistent application of the Board's Community Facility policy, previously enjoyed benefits might be impacted for the 1999-00 school year. As well, letters outlining the booking process was issued to all groups, see Appendix D. This letter included the following statement: *5) On weekdays, groups/organizations will be charged a facility charge. On weekends, there will be caretaker overtime costs to cover the hours of the rental plus one hour to open and close the school. Caretaker costs will be added to the facility charge. There is a minimum of 3 hours caretaker overtime. An Administration Fee of \$16.00 to process your permit will be a part of rental costs.* Appendix E provides copies of the completed "permit application" form by ABC Magic. It is noted that the "application" was completed in June, 1999 whereby the conditions of the application stated *1) The Caretaker of the building must be on duty during the hours of possession by the organization or school group using the building.* Since June there has been a clear reference that caretaking staff will be engaged at all "permitted" locations for the protection and maintenance of Board property for the upcoming school year. Applicable charges would only be applied to the permit when caretaking staff are required beyond their regular assignment.

Through the submission of a Permit Application, ABC Magic requested access to Board facilities for the 1999-00 basketball season. The schedule of locations and hours of use can be referred to in Appendix A. This schedule also reflects the waived charges and the actual charge for facility use. Actual permits issued, reflecting the costs of caretaking services only, can be referenced in Appendix F. Upon receipt of the 1999/00 permits, ABC Magic objected to the charge and use of Board caretaking services.

In essence there are two key components to the Board's fee structure 1) caretaker overtime charge 2) facility use charge. In the case of ABC Magic, only the additional caretaker overtime charges have been applied to the permit. Under the former County practice, ABC Magic was exempted from the facility charge as this represented the Board's contribution to the reciprocal agreement. The facility charge is an offset to the operational cost of the facility such as heating, hydro, water, washroom supplies, etc. If the County facility charge was applied to ABC Magic, an additional \$40,732.76 (excluding tournament requests) for the current season would be levied.

As a comparison, in the City of Hamilton, a reciprocal agreement is in existence for community-based groups. The City of Hamilton contracts with the Board for use of school gyms that are attached to the recreation centres. Under the terms, school gyms have been fully costed on an hourly basis including the cost of caretaking. The City of Hamilton assumes the full cost of facility use and has direct access to the gym. The Culture and Recreation Centre supervisor is in charge of all activities and their actions are governed under the hold harmless conditions of the reciprocal agreement. Recreation centres in Hamilton were built to abut to schools creating a separately keyed entrance to the gym. In addition, the design denies public access to the rest of the school either by locked doors or locked gates. A separate surveillance panel and security monitoring exists within the school gym. The gym surveillance alarm is isolated from the rest of the school. The only school that could not be accommodated in this fashion was Scott Park. Since access to the entire school could not be denied, a caretaker remains in place and all overtime charges applied back to the City. In summary, all applicable charges have been calculated and applied for use of these facilities by the City of Hamilton. Appendix G reflects the cost breakdown applicable to the City of Hamilton for use of attached school gyms. All groups accessing former city schools are charged consistent rates and no subsidy exists from the Board.

Relying on professional insurance and legal opinions, the Board owes a standard duty of care to the general public when access is provided to Board facilities. As well, the Education Act requires the Board to insure its employees and volunteers against claims arising from accidents. The Board's property and liability insurers were contacted for input relating to ensuring adequate protection and maintenance of Board property. A policy of insurance covers sudden and accidental events or events that are "unforeseeable". If a loss occurred while school property was unsupervised by Board staff working within the scope of their duties, the claim could be denied by the insurer because this was a "foreseeable" outcome. Therefore in order to minimize and control losses all Board properties must be properly supervised and secured while being occupied or used by outside groups. A Board staff member (custodian) must always be on the premises when permitted users are present, in order to ensure the security of the site, and to deal with maintenance-related issues as they occur. Both the Board's liability and property insurers recognize that either the school principal or caretaker should carry out these responsibilities. Appendix H expresses the opinion of Dalton Timmis Group, the Board's

property insurer and Appendix I contains Ontario School Board Insurance Exchange (OSBIE), the Board's liability insurer. OSBIE also states that an outside user group that has a Board staff member (i.e. teacher) in charge of participants would not be deemed to be working within the scope of his/her duties for the Board. The Board's liability insurance would not cover the teacher in these circumstances - nor would he/she be covered by Workplace Safety Insurance (WSIB). A legal opinion from Evans Philp, which expresses potential liability concerns, has been obtained. Their comments are consistent with that of the Board's insurer. In discussion with Mr. Mark Zega from Evans Philp he stated that:

It must be remembered that the School Board has both statutory and common law duties to keep premises and equipment in a safe condition. The use of the school premises before and after the school day begins and ends raises distinct challenges because the principal and the majority of staff are likely absent. The School Board generally risks liability for damages should an injury occur on its premises. This would normally arise in the event there is negligence and/or on the basis of occupier's liability. It is difficult to anticipate every possibility. However, prudent "risk management" means taking steps to prevent situations from occurring which may lead to legal liability. In our opinion, the Ancaster High School arrangement may expose the School Board unnecessarily to potential liability should there be an injury.

The Board has utilized caretakers in order to supervise rental arrangements since they have within the scope of their employment duties and responsibilities, knowledge pertaining to, but not limited to:

- security
- electrical systems
- fire panel
- emergency exits
- water shut off
- accident reporting
- W.H.M.I.S.
- heating controls
- maintenance and repair
- internal master keys
- telephone access
- facility inspection reports for damages
- sanding and salting procedures and logs

Under the ABC Magic agreement, a key is given to the organization including access to the security system. A student wage is paid to a person to carry out the security monitoring function. The entire facility is open and there is no ability to restrict access through the use of hallway barriers. Although this arrangement has worked well, the Board becomes increasingly more vulnerable to liability and property claims. OSBIE has also referenced issues of controlled access. One of the major factors associated with arson losses is the lack of security - unauthorized "visitors" being able to freely move around all parts of the premises. This controlled access system bulletin can be referenced in Appendix J. A review of the Board's liability claims paid out, relating to rental of Board facilities over the past few years, is approximately \$200,000.

In September 1999, ABC Magic objection to the use of and charge for caretaking services was discussed at Executive Council. Executive Council supports the application of Caretaking services and agreed that a consistent approach is required with all permitted situations across the District School Board.

At this time all groups, that have been "permitted" are required to pay applicable charges for custodial overtime. There has been no other disputes over the use and application of caretaking services. Appendix K lists groups currently permitted with applicable charges for caretaker overtime. Pending the outcome of the application of caretaker service for ABC Magic, these groups may request similar consideration.

DS/dtg
99/10/13
attach.



ANCASTER BASKETBALL CLUB "MAGIC" WEEK DAY FACILITY USE -1999-2000

<u>SCHOOL</u>	<u>DAY</u>	<u>FACILITY</u>	<u>TIME/WEEKS</u>	<u># OF HOURS</u>	<u>CARETAKING COSTS</u>	<u>WAIVED FACILITY CHARGE</u> (includes GST)	<u>ACTUAL PERMIT FEE CHARGES</u>
Ancaster High	Monday	GYM AB	3hr. for 29 weeks	87	\$0.00	\$2,792.70	\$17.12
	Monday	GYM C	3hr. for 29 weeks	87	\$0.00	\$1,489.44	
	Friday	GYM AB	4hr. for 27 weeks	108	\$0.00	\$3,466.80	\$17.12
	Friday	GYM C	2hr. for 27 weeks	54	\$0.00	\$924.48	
	Friday	GYM D	2hr. for 27 weeks	54	\$0.00	\$924.48	
Ancaster Sr. Public	Monday	GYM	4hr. for 29 weeks	116	\$0.00	\$1,985.92	\$17.12
	Wednesday	GYM	2hr. for 31 weeks	62	\$0.00	\$1,061.44	\$17.12
	Friday	GYM	2hr. for 28 weeks	56	\$0.00	\$958.72	\$17.12
Fessenden	Tuesday	GYM	2hr. for 28 weeks	56	\$0.00	\$958.72	\$17.12
	Wednesday	GYM	2hr. for 28 weeks	56	\$0.00	\$958.72	\$17.12
Mount Hope	Monday	GYM	2hr. for 27 weeks	54	\$0.00	\$924.48	\$17.12
	Tuesday	GYM	2hr. for 30 weeks	60	\$0.00	\$1,027.20	
	Thursday	GYM	2hr. for 30 weeks	60	\$0.00	\$1,027.20	
	Friday	GYM	2hr. for 27 weeks	54	\$0.00	\$924.48	
Parkside	Thursday	GYM AB	1.5hr. for 30 weeks	45	\$0.00	\$1,444.50	\$17.12
				1009	\$0.00	\$20,869.28	\$154.08

Reference to Permits #C354, 355, 377, 378, 381, 303, 419, 343, 344, 345, 347, 348, 420, 395, 396, 289, 430.

ANCASTER BASKETBALL CLUB "MAGIC" WEEKEND FACILITY USE -1999-2000

<u>SCHOOL</u>	<u>DAY</u>	<u>FACILITY</u>	<u>TIME/WEEKS</u>	<u># OF HOURS</u>	<u>CARETAKING COSTS</u>	<u>WAIVED FACILITY CHARGE</u> (includes GST)	<u>ACTUAL PERMIT FEE CHARGES</u>
Ancaster High	Sunday	GYM AB	8.5hr. for 28 weeks	238	\$10,246.32	\$7,639.80	\$10,246.32
		GYM C	8.5hr. for 28 weeks	238		\$4,074.56	
		GYM D	8.5hr. for 28 weeks	238		\$4,074.56	\$17.12
Ancaster Sr. Public*	Sunday	GYM	8.5hr. for 28 weeks	238	\$10,246.32	\$4,074.56	\$10,246.32
				952	\$20,492.64	\$19,863.48	\$20,509.76
Total				1961	\$20,492.64	\$40,732.76	\$20,663.84

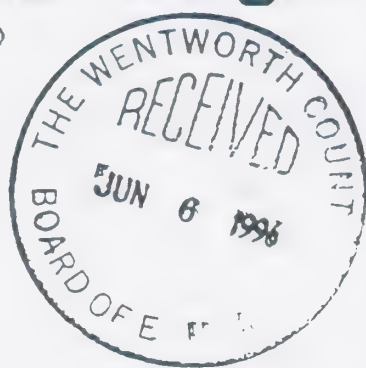
Reference to Permits #C419,420

Grand Totals

Total Waived and actual permit charges	\$61,396.60
Actual charges	\$20,663.84
Waived Fees	\$40,732.76

6-4

Ancaster Basketball Club "Magic"



04 Sunnymeade Dr., Ancaster, Ont. L9G 4G8 (905) 648-3190
 President: Len Bieksa Vice-President: John Scott
 Treasurer: Ruby Halliday Secretary: Jim Mackrory
 Publicity and Sponsorship Chairman: Ken Robertson

Mr. Dennis Webb
 Wentworth County Board Of Education

June 2, 1996

Dear Mr. Webb,

As per our conversation at the meeting in January, I am writing this request to allow us the opportunity of long range planning. The partnership between the Wentworth County School Board, the Town of Ancaster and the Ancaster Basketball Club has become a win, win, win situation. When we spoke last, it was noted that a yearly agreement would save all the partners time. It was understood that any of the agreed upon items could be re-negotiated and that the Wentworth County Board of Education had the final say. However, a set of guidelines and expectations would allow all parties to continue to operate unless there was a concern or problem. The following three items are already in place and we propose that they continue:

A) Houseleague

1. Wentworth County Board of Education to turn over Sundays at Ancaster High to the Town of Ancaster at no charge (first Sunday after Labour Day to late April or early May)(finishing dates may fluctuate from year to year)
2. The Town of Ancaster would hire a staff person at minimum wage to open and close the building and to patrol the halls
3. The Ancaster Basketball Club would plan and operate a houseleague program for boys and girls (Sept-Dec). From January to April, ABC would use the gym for practice times and exhibition games for their travelling rep teams. ABC would pay the cost of the Town of Ancaster staff person. ABC would make a voluntary donation to Ancaster High of not less than \$400.

B) Tournaments

1. ABC be allowed to run annual tournaments at Ancaster High and Sr. Public (Sr. Public may not be used on all days of tournament) on the last weekend in January (girls), the last weekend in February (boys) and the first weekend in March(older boys).

1995-96 A.B.C. Magic Sponsors

Ancaster Optimists
 Ancaster Rotary Clubs
 Ancaster East Side Mario's
 Borkovich & Ingrassia Law Office
 Ancaster Zehrs
 Ancaster Home Hardware
 Ontario Public School Teachers Federation

Wesc
 Ancaster Jewelle

2. On Fridays of the tournament, ABC be allowed to set up at 5:30 at no charge. ABC would attempt to clear the building by 10:30 pm but if games ran longer ABC would be charged caretaker overtime(note: past two years ABC has been out of the gym by 10:30).

3. On tournament Saturdays at Ancaster High, the Town of Ancaster would open the building but supervision be left to ABC. At the end of the day, a caretaker would be booked in for three hours to close and to clean the washrooms. ABC would pay for the cost of the caretaker. ABC would donate to Ancaster High \$200 for each Saturday used. ABC would also pay the Board of Education (this is a new item) \$100 total per year to cover their administration costs. On tournament Saturdays and Sundays at Sr. Public, the town of Ancaster would open the building but the supervision would be left to ABC. Caretakers would be booked in for three hours at the end of the day. ABC would be charged for the caretaker overtime. (ABC would be willing to donate \$100 for each Saturday or Sunday to Sr. Public or pay the Wentworth County Board rental fee. (This item has not been discussed but the Board may find that giving the school money directly is an option they may wish to use.)

C) Non recreation department weekday gym times

1. Ancaster High continue to allow ABC to use Gym AB on Fridays 6-10pm and Mondays 7-10pm (originally 7-9) whenever there is not a school function taking place. It is understood that Ancaster High activities are a higher priority and ABC would be cancelled for any event.
2. Sr. Public continue to allow ABC to use their gym on Wednesdays 6:30-8:30 whenever there is not a school function taking place. It is understood the Sr. Public activities are a higher priority and ABC would be cancelled for any event.
3. It is also understood that there would not be a fee charged to ABC for gym times in items C-1&2. (There is room for negotiation on this item)

I will be contacting you to set up a meeting to clarify any questions on the proposals. I also wish to thank you for making this "community use" module a working success. Your help and co-operation over the past two years has been greatly appreciated.

Sincerely,



Len Bieksa

President

Ancaster Basketball Club Magic

cc: Mr. Paul Harrison - Ancaster Parks and Recreation
Mrs. Jan Southall-Evans - Ancaster High

Summary of additional items as of June 1999

- 1) This past year donated to Ancaster High \$1,700. Paid caretaker fees at tournament. Paid permit fees. There is an extremely good working relationship with the Principal (Ms Jan Southall Evans), head caretaker (Mr. Dan Goodale) and phys-ed head (Mr. Wilf Reed)
- 2) fundraised for a new scoreclock at Ancaster High (aprox \$8,000) (in the fall of 1996 or 97)
- 3) gave to the High School at least \$500 yearly more than the original agreement
- 4) paid to have the old high school clock moved and installed in Senior Public School
- 5) donated \$200 to Parkside High above the permit fee. (was using 1.5 hrs weekly during the Sr Public shutdown last year)
- 6) yearly donate two game balls to Mt Hope School (aprox \$120 value) This is above the permit fee.
- 7) currently fundraising \$6,000 to install glass backboards and electric winches at Senior Public

THE WENTWORTH COUNTY BOARD OF EDUCATION

M E M O R A N D U M

July 24, 1996

TO: Allan A. Greenleaf
Director of Education

FROM: Bruce Thomson
Manager of Plant

RE: ABC "MAGIC" BASKETBALL CLUB

COPY

Please refer to the attached letter dated June 2, 1996 to request facilities at Ancaster High and Ancaster Senior schools. The letter basically outlines agreements that were in effect during the 95/96 term and ABC wishes to continue them for the 96/97 term.

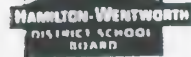
- a) House league
These arrangements were approved by Board (resolution #95-171) for Sunday access to gyms A,B, & C. Basically, the Town overwrites the basketball club and assumes responsibility for the school. To this point the arrangement has worked fairly well. There have been several instances where alarms were triggered in the West Wing, but the basketball club has reimbursed the Board for the associated alarm response. The school has not voiced any negative concerns about this usage of facilities. ABC Basketball has informed me that they were able to donate about \$1,000 back to the high school last year, and they are currently in the process of raising funds for the purchase of a new time clock for Gym AB at a value of approximately \$5,000. (deferred facility rental of this usage amounts to approximately \$12,880 based on our new rate structure)
- b) Tournaments
This usage was also approved by Board (resolution #95-290) for weekend tournaments at Ancaster High school and Ancaster Senior school. There are three (3) weekends involved for which ABC Basketball is offering the high a sum of \$200 for each Saturday access, and \$100 to the senior school for each Saturday or Sunday accessed, plus an additional \$100 to serve as an administration fee. In total, I would suspect that these sums would amount to about \$1,000 for tournament use of the two schools. (deferred facility rental for tournament use amounts to approximately \$3,400 based on the new rate structure)
- c) Non-Recreation Department Weekday Gym Time
These arrangements were negotiated in 1995 between the schools, Plant and ABC Basketball, and allow for access through the Town's permit system. Therefore, neither the schools nor the Board receives any compensation for this usage. (deferred facility rental for weekday use amounts to an estimated \$7,260 based on the new rate structure)

cont'd.../

The ABC Basketball Club can readily describe their contributions to the community and the benefits they provide for youth within the area (and beyond). Based on the experience in dealing with the organization, the Board, the Town, and the schools, I would recommend the proposals outlined in Len Bieksa's letter of June 2, be accepted for the 96/97 school term (however, I also think that serious consideration be given to establishing a more equitable future arrangement. The Board is deferring a potential revenue of about \$23,500 in return for \$2,000-5,000 in contributions).



BTjw
att



June 8, 1999

Dear Rental Groups/Organizations:

During the 1998-99 school year your group has rented one of the Hamilton-Wentworth District School Board schools. There have been approximately 900 permits issued to groups who have requested our facilities.

At this time, we are preparing for the 1999-2000 rental year. Enclosed is a **Permit Application Form**. Should you wish to utilize Board facilities, please complete and forward the form to the Rentals Department in accordance with the application procedures listed below. The **"Rules Governing the Use of School Properties"** are listed on the back of the form.

Permit Application Form Procedures:

- 1) All rental requests must be in writing using the **Permit Application Form** at least 15 working days before the starting date of the permit. All information must be provided on the form. Once your request is received, the Rentals Department will contact the school.
- 2) Rental groups/organizations must request a **Certificate of Insurance** from their insurance broker for **General Liability insurance in the amount of \$2M naming the "Hamilton-Wentworth District School Board" as an additional insured on the policy**. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit. **Once the Certificate of Insurance is received, the permit will be released to the organization and school.**
- 3) All permit fees shall be paid directly to the Rentals Department of the Board. Payment is made payable to the Hamilton-Wentworth District School Board (HWDSB). **Permits will be held until payment is received. Fees for short-term permits shall be paid in full. Fees for long-term permits can be paid in advance by equal monthly installments beginning with the 1st of every month. Once payment is received, the permit will be released to your group/organization and school.**
- 4) Rental groups/organizations who cancel a permit must inform the Rentals Department in writing seven (7) days before the event. There will be a cancellation fee of \$25.00 if notice is less than seven (7) days. **The cancellation fee will be deducted from the amount of the refund. Rental groups/organizations who alter dates, times, or location will be granted one free alteration to the permit. There will be a \$10.00 processing fee for each subsequent alteration. Any bank charges will be the responsibility of the group/organization.**
- 5) On weekdays, groups/organizations will be charged a facility charge. On weekends, there will be caretaker overtime costs to cover the hours of the rental plus one hour to open and close the school. Caretaker costs will be added to the facility charge. There is a minimum of 3 hours caretaker overtime. **An Administration Fee of \$16.00 to process your permit will be a part of rental costs.**

We do not anticipate any significant changes in our facility rates. Caretaker costs will be added to permits based on their ratified collective agreement. If you have any questions or require additional Permit Application Forms, please call our office at (905) 527-5092, ext. 2524 or 2356 or fax (905) 521-2536.

Sincerely,

Daryl Sago

Manager, Accommodation & Planning

PERMIT APPLICATION

This application must be received by the Rentals Department at least 15 working days before the starting date of the permit. All information requested below must be provided or the permit will be delayed. Please type or print your entries.

Name of Group or Organization Ancaster Magic Basketball Club
Mailing Address 236 Cornwallis Rd City Ancaster
Province Ont Postal Code L9G 3Y8 Telephone 648-1550 Fax 648-1550
Purpose of Permit Houseleague Number of people attending 100
Ages: Under 12 ☐ 6-18 ☒ 12-18 ☒ 18-65 ☐ Over 65 ☐

Please complete the following information if you will be charging any fees in connection with this permit activity:
Membership Fee ☐ Program Fee ☐ Admission Fee ☐ Amount of Fee \$
Intended Use of Proceeds

SPACE AND TIME REQUIREMENTS

Name of School Required Ancaster High Alternative Location
Preferred Day(s) of Week Sunday One Time ☐ Every Week ☒
Date: From Sept 12 To May 14
Time: From 8:30 ☒ a.m. ☐ p.m. To 6:00 ☐ a.m. ☒ p.m.

Facilities Required: GYM A ☒ B ☒ C ☒ D ☒ Board does not supply equipment
CLASSROOM(S) ☐ Please specify how many rooms
AUDITORIUM ☐ CAFETERIA ☐ LIBRARY ☐
CAFETERIUM ☐ OTHER ☐ Please specify:

Please list any specific equipment requirements for your event:

Note: Proof of Insurance in the amount of \$2M must be provided prior to issuance of Permit (see reverse for further information).

Note: Payment is required prior to the issuance of the permit. Fees for short-term permits (one month or less in duration) shall be paid in full. Fees for the long-term permits (more than one month duration) can be paid in advance by equal monthly installments.

Name of Applicant John Scott Title Vice-President
Telephone of Applicant: Work 549-3076 Extension Home 648-1550
Date of Application June 30/99 Signature of Applicant [Signature]

307 issued to ABC
for Sunday Sept 12-14

PERMIT APPLICATION

6-11

ESN 521
(905) 527-5092, Ext. 2524
Fax (905) 521-2536

APPENDIX E 2

Application must be received by the Rentals Department at least 15 working days before the starting date of the permit. All information requested below must be provided or the permit will be delayed. Please print your entries.

Name of Group or Organization Ancaster Magic Basketball Club
Mailing Address 236 Cornwallis Rd. City Ancaster
Post Office Box 19638 Telephone 648-1550 Fax 648-1550
Purpose of Permit House league Number of people attending 100
Ages: Under 12 ☒ 13-15 ☒ 16-18 ☐ 19-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ Over 65 ☐

Please complete the following information if you will be charging any fees in connection with this permit activity:
Membership Fee ☐ Program Fee ☐ Admission Fee ☐ Amount of Fee \$
Intended Use of Proceeds

SPACE AND TIME REQUIREMENTS

Name of School Required Ancaster Senior Public Alternative Location
Preferred Day(s) of Week Sunday One Time ☐ Every Week ☒
Date: From Sept 12 To May 14
Time: From 8:30 ☒ a.m. ☐ p.m. To 6:00 ☐ a.m. ☒ p.m.

Facilities Required: GYM A ☒ B ☒ C ☐ D ☐ Board does not supply equipment
CLASSROOM(S) ☐ Please specify how many rooms
AUDITORIUM ☐ CAFETERIA ☐ LIBRARY ☐
CAFETERIUM ☐ OTHER ☐ Please specify:

Please list any specific equipment requirements for your event:

Note: Proof of Insurance in the amount of \$2M must be provided prior to issuance of Permit (see reverse for further information).

Note: Payment is required prior to the issuance of the permit. Fees for short-term permits (one month or less in duration) shall be paid in full. Fees for the long-term permits (more than one month duration) can be paid in advance by equal monthly installments.

Name of Applicant John Scott Title Vice President
Telephone of Applicant: Work 549-3076 Extension
Date of Application June 20/90 Signature of Applicant [Signature]

6-12

GENERAL

Below are detailed the Rules governing the use of all school facilities by community Groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD.**

Applications to use space in buildings shall be submitted to the Rentals Department at least three weeks before the start of the permit use. Application forms are available at the Rentals Department, Education Centre at Main & Bay streets. Please call (905) 527-5092, ext. 2524 or fax (905) 521-2536.

RESERVATIONS

Schools shall have first claim to the use of their respective buildings at all times, and any agreement made with an outside organization must be contingent on the needs of the program of the various schools and such agreements may be terminated or altered at any time.

All use of schools by outside groups shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

ADEQUATE ADULT SUPERVISION (Adult is 18 years of age or older) must accompany all rental groups. This supervision must be with the groups at all times during the rental time period. It is the responsibility of the group supervisor to ensure that their participants remain within the designated rental area, that damage to building and grounds is not permitted and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e. when many classrooms are used, there must a supervisor for each classroom. Youth group members must not enter the school before the leader arrives.

1. Rubber-soled shoes must be worn at all times in gymnasium or auditorium for all sports activities. Floor hockey is not permitted in any school gymnasium unless plastic floor hockey equipment is used. Indoor soccer balls must be used for all soccer rental activities.
3. Rental Charges or this agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboards, etc. are not included as part of the rental agreement.
4. The use of the building must be confined to the hours specified by the applicants in this application. Each Permit Holder will inspect the facility list on the permit with the Caretaker before and after the event. The Caretaker will require each group to sign the **School Facilities Inspection Report**. Any damage, problems during the event, extended time and additional hours for clean up will be noted on this report. Any additional costs will be assessed to the Permit Holder. NOTE: Overtime charges are subject to change without notice.
5. The Board will seek full restitution for any damage done to our buildings or grounds by the Permit Holder.
6. Rental charges do not include the use of school sound system and lighting for auditoriums. This must be arranged directly with the school and an additional charge will apply.
7. All permit fees shall be paid directly to the Rentals Department of the Board. Payment is made payable to the Hamilton-Wentworth District School Board. Permits will be held until payment is received. Fees for short-term permits shall be paid in full. Fees for long-term permits can be paid in advance with equal monthly installments beginning the 1st of every month. Short-term means one month or less and long-term means more than one month in duration. Once payment is received, the permit will be released to the organization and school. Any bank charges will be the responsibility of the group/organization.
8. In default of payment or non-compliance with any conditions for use of facilities as specified above, the accommodation will not be available.

9. Organizations who cancel a permit must inform the Rentals Department in writing seven (7) days before the event. There will be a cancellation fee of \$25.00 if notice is less than seven (7) days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter dates, times, or location will be granted one free alteration to the permit. There will be a \$10.00 processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

- a) to assume full responsibility for the acts and conduct of all persons admitted to the Premises
- b) to release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the Premises
- c) to supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2M naming the "Hamilton-Wentworth District School Board" as an additional insured on the policy
- d) that during the use and occupation of the Premises the Permit Holder shall indemnify and save harmless the Hamilton-Wentworth District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the Premises. Permit Holder shall sign a form stating such.

MISCELLANEOUS

1. The Caretaker of the building must be on duty during the hours of possession by the organization or school groups using the building.
2. Permits are not assigned or transferable.
3. Arrangements must be made through the school for the use of any school equipment such as tables/chairs at least five (5) days prior to occupancy.
4. Anyone wishing to have the piano tuned must do so at their own expense but must use a Board approved tuner. Anyone wishing to have the piano moved from one level to another—i.e. from floor level to stage, must do so at their own expense and with Board approved movers. The piano is to be returned to the original location after rental.
5. No food or drinks to be served or consumed in foyer or taken into auditoriums and gymnasiums with the express authority of the Board office. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Board of Trustees.
6. There must be **NO SMOKING** in any part of the school building or on school property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board of Education.
7. Games of chance, lotteries and gambling in any form are forbidden on school property.
8. All tables, chairs, dishes and other equipment brought into the school by the Permit Holder shall be removed promptly after the permit activity.

FIRE PREVENTION

1. Before each performance it will be the responsibility of the production manager and the school foreman to raise and lower the safety curtain. When the stage is not in use, the safety curtain must be in a lowered position.
2. All scenery, special effects, props, etc. must be approved by the Hamilton Fire Prevention Bureau at least 24 hours prior to presentation or dress rehearsal. Pyrotechnics are prohibited in school buildings.
3. The seating capacity in the auditorium, gymnasium, cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
4. In compliance with Hamilton Fire Prevention Bureau regulations, immediately on the sounding of the fire alarm, the house lights will be turned on, the safety curtain lowered and the audience requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department will the audience be allowed to re-enter the auditorium.

APPLICATION FOR THE USE OF SCHOOL PROPERTY

APPENDIX F

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

6-13

C 0000419

07-OCT-1999

Conditions:

We, the undersigned, in making this application give our assurance that we will take the best care of building and equipment; that we will conduct ourselves with becoming deportment; that an adult will always be in charge during the hours of possession; that full restitution will be made to The Hamilton-Wentworth District School Board for any damage done; and that we will conform to the General Terms and Conditions governing the use of building and grounds - (attached to this application).

We further agree that we will not infringe upon the rights of the owners of copyrighted productions, and that should we, knowingly, violate this agreement, we will indemnify The Hamilton-Wentworth District School Board against any loss, costs or expenses arising from such violation.

During the use and occupation of the Premises it shall indemnify and save harmless The Hamilton-Wentworth District School Board, its officials, trustees, employees and agents from and against any and all liability whatsoever resulting from injury or damage to person, persons or property by reason of or as a result of the use and occupation of the Premises directly or indirectly.

The Hamilton-Wentworth District School Board does not provide liability insurance coverage for the protection of participants or guests during the activities being carried out by the User. The Board recommends the purchase of such insurance for the protection of the User.**

The Hamilton-Wentworth District School Board reserves the right to cancel the permit in full or part due to unforeseen circumstances. Permission is needed from Trustees for liquor on premises of the Hamilton-Wentworth School Board at least two months prior to the event.

Copies to: Applicant School Caretaking Accounting

PLEASE PUT THE PERMIT # ON YOUR CHEQUE WHEN MAKING PAYMENT.

I have the authority on behalf of the group or organization to enter into the contracted arrangement for the use of the Hamilton-Wentworth School Board facility.

I have read and completely understand the conditions under which this contract is being granted.

Signed

Organization: Ancaster Magic-ABC Basketball

School: Ancaster High School

Person in Charge: John Scott

Purpose: Basketball

Address: 236 Cornwallis Rd., Ancaster, Ontario L9G3Y8

Phone: (905) 549-3076 Ext:

Permit Notes: Sunday House league

Administration Fee has already been charged on a previous permit for September 12, 1999 rental.
Caretaking O/T: \$36/hr

Please note dates of entry listed below.

Date	Day	From	To	Room #	Room Description	Services	Equipment
19-SEP-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
28-SEP-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
03-OCT-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
17-OCT-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
24-OCT-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	



APPLICATION FOR THE USE OF SCHOOL PROPERTY

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

APPENDIX F 2

6-14

C 0000419

Date: 07-OCT-1999

Date	Day	From	To	Room #	Room Description	Services	Equipment
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
31-OCT-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
07-NOV-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
14-NOV-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
21-NOV-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
28-NOV-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
05-DEC-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
12-DEC-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
19-DEC-99	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
16-JAN-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
23-JAN-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
30-JAN-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
06-FEB-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		

13-FEB-00 Sun

APPLICATION FOR THE USE OF SCHOOL PROPERTY

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

APPENDIX F 3

6-15

C 0000419

07-OCT-1999

Date	Day	From	To	Room #	Room Description	Services	Equipment
		08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
20-FEB-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
27-FEB-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
05-MAR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
26-MAR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
02-APR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
09-APR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
16-APR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
30-APR-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
07-MAY-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		
14-MAY-00	Sun	08:30 am	05:00 pm	GYM AB	GYM-DOUBLE	Caretaker	
		08:30 am	05:00 pm	GYM C	GYM C		
		08:30 am	05:00 pm	GYM D	GYM D		



APPLICATION FOR THE USE OF SCHOOL PROPERTY

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

6-16

APPENDIX F 4

C

0000416

Date: 07-OCT-1999

Room Fees:	\$0.00
Service Fees:	\$9,576.00
Equipment Fees	\$0.00

Subtotal	\$9,576.00
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GST:	\$670.32
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Total	\$10,246.32
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Rental must be paid one week in advance

Permission applied for is granted
subject to the rules and regulations.

GST Registration Number R89785-97676

FOR/ Superintendent of Business and Treasurer

APPLICATION FOR THE USE OF SCHOOL PROPERTY

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

6-17

APPENDIX F 5

C 0000420

07-OCT-1999

Conditions:

We, the undersigned, in making this application give our assurance that we will take the best care of building and equipment; that we will conduct ourselves with becoming deportment; that an adult will always be in charge during the hours of possession; that full restitution will be made to The Hamilton-Wentworth District School Board for any damage done; and that we will conform to the General Terms and Conditions governing the use of building and grounds - (attached to this application).

We further agree that we will not infringe upon the rights of the owners of copyrighted productions, and that should we, knowingly, violate this agreement, we will indemnify The Hamilton-Wentworth District School Board against any loss, costs or expenses arising from such violation.

During the use and occupation of the Premises it shall indemnify and save harmless The Hamilton-Wentworth District School Board, its officials, trustees, employees and agents from and against any and all liability whatsoever resulting from injury or damage to person, persons or property by reason of or as a result of the use and occupation of the Premises directly or indirectly.

The Hamilton-Wentworth District School Board does not provide liability insurance coverage for the protection of participants or guests during the activities being carried out by the User. The Board recommends the purchase of such insurance for the protection of the User.**

The Hamilton-Wentworth District School Board reserves the right to cancel the permit in full or part due to unforeseen circumstances. Permission is needed from trustees for liquor on premises of the Hamilton-Wentworth School Board at least two months prior to the event.

Copies to: Applicant School Caretaking Accounting

PLEASE PUT THE PERMIT # ON YOUR CHEQUE WHEN MAKING PAYMENT.

I have the authority on behalf of the group or organization to enter into the contracted arrangement for the use of the Hamilton-Wentworth School Board facility.

I have read and completely understand the conditions under which this contract is being granted.

Signed

Organization: Ancaster Magic-ABC Basketball

School: Ancaster Senior

Person in Charge: John Scott

Purpose: Basketball

Address: 236 Cornwallis Rd., Ancaster, Ontario L9G3Y8

Phone: (905) 549-3076 Ext:

Permit Notes: This permit replacing Permit C0000346. - Times were changed as per group.

House League

Sundays from September 19, 1999 to May 14, 2000

Please note dates of entry listed below. (No entry during vacation time periods)

Administration Fee: \$16.00; No Facility Charge applies.
Caretaking O/T: \$36/hr

Date	Day	From	To	Room #	Room Description	Services	Equipment
19-SEP-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
26-SEP-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
03-OCT-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
17-OCT-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
24-OCT-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
31-OCT-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
07-NOV-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
14-NOV-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
21-NOV-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	



APPLICATION FOR THE USE OF SCHOOL PROPERTY

ADMINISTERED BY

The Hamilton-Wentworth District School Board

P.O. Box 2558, Hamilton, Ontario L8N 3L1

6-18

APPENDIX F 6

C

0000428

Date: 07-OCT-1999

Date	Day	From	To	Room #	Room Description	Services	Equipment
28-NOV-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
05-DEC-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
12-DEC-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
19-DEC-99	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
16-JAN-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
23-JAN-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
30-JAN-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
06-FEB-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
13-FEB-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
20-FEB-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
27-FEB-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
05-MAR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
26-MAR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
02-APR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
09-APR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
16-APR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
30-APR-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
07-MAY-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	
14-MAY-00	Sun	08:30 am	05:00 pm	GYM	Gym - Single	Caretaker	

Room Fees: \$0.00

Service Fees: \$9,576.00

Equipment Fees \$0.00

Administration Fee: \$16.00

Subtotal \$9,592.00

GST: \$671.44

Total \$10,263.44

Rental must be paid one week in advance

Permission applied for is granted
subject to the rules and regulations.

GST Registration Number R89785-97676

FOR/ Superintendent of Business and Treasurer

Use of Board Facilities by Recreation Centres

	<u># of Hours</u>	<u>Rate Per Hr</u>	<u>Total</u>
Elementary Recreation Centre School Gyms - Weekdays	3100	\$25.78	\$79,918
- Weekends	1860	\$5.00	\$9,300
Secondary Recreation Centre School Gyms - Weekdays	2,728	\$36.46	\$99,462
- Weekends	1,488	\$10.00	\$14,880
Scott Park Recreation Centre School Gyms - Saturday	186	\$32.45	\$6,036
Use of Non-Recreation Centre Elementary School Gyms	255	\$37.74	\$9,624
Additional Service			<u>\$7,000</u>
Total Service Value for Use of Board Facilities	<u><u>9617</u></u>		<u><u>\$226,220</u></u>

Use of City Facilities by Board of Education

	<u># of Hours</u>	<u>Rate Per Hr</u>	<u>Total</u>
Recreation Centre Pools	3000	\$56.27	\$168,815
Arenas	300	\$140.00	\$42,000
Ivor Wynne Stadium	80	\$83.25	\$6,660
Mohawk Sports Park	<u>165</u>	<u>\$53.00</u>	<u>\$8,745</u>
Total Service Value for Use of City Facilities	<u><u>3545</u></u>		<u><u>\$226,220</u></u>

Rates do not reflect current CUPE Collective Agreement.

*Revised
file***MEMO/FAX**

DALTON TIMMIS INSURANCE GROUP
4 HUGHSON ST. S., 8TH FLR. P.O. BOX 2019
HAMILTON, ONTARIO L8N 3S4

TEL.: (905)527-1177 Hamilton, (416)777-2598 Toronto FAX: (905)527-6533

FAX NO.: 521-2536

DATE: NOV. 25, 1998

FIRM: THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

ATTENTION: Ms. Diane Knight

FROM: Z. Linda Mavropoulos, B.Sc., AIIIC, CCIB, Special Accounts Manager

TOTAL # OF PAGES: 1

Please ensure the correct number of pages have been received with this transmission. If there is any problem, please contact the Sender. This information is intended for the person to whom it is addressed and is strictly confidential

RE: Supervision of Schools while occupied by various User Groups

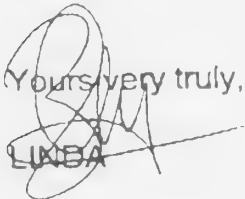
Dear Diane,

Please be advised that it is our recommendation from a loss control standpoint that all User Groups (community groups, etc.) using School facilities are not allowed to occupy such facilities without at least one school employee (caretaker, etc.) present on such property at all times.

This recommendation is made in order that any losses or problems that may arise are quickly dealt with and as such are prevented, controlled or minimized. This recommendation also minimizes any security concerns in having User Groups occupying unsupervised premises.

Thank you for your cooperation in this regard. If you have any questions, please do not hesitate to call our office.

Yours very truly,


LINDA



Serving Ontario
School Boards
Since 1987

6-21 ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE

105 Silvercreek Parkway N., Guelph, Ontario N1H 6S4 Tel: (519) 767-2182 1-800-668-6724 FAX: (519) 767-0281

Website Address:
www.osbie.on.ca

Mail Address:
osbie@osbie.on.ca

FAX TRANSMISSION FORM

September 16, 1999

TO: Diane Knight
Accommodation and Planning
Hamilton-Wentworth District School Board

FAX NUMBER: (905) 521-2536

FROM: Diane Brunetti, Underwriting/ Marketing Co-ordinator
Telephone: 1-800-668-6724 Fax No: 519-767-0281
Web Site: <http://www.osbie.on.ca>
e-mail: dianeb@osbie.on.ca

NO. OF SHEETS BEING TRANSMITTED (INCLUDING COVER SHEET) - 3

MESSAGE: RE: Use of Board Premises - ABC "Magic" Basketball Club

I have received the background to the use of Ancaster Schools by a local basketball club, and am pleased to comment on the situation from an insurance perspective.

I understand from the material provided, that the Club is under the sponsorship of the Town of Ancaster and its Parks and Recreation Department - I am led to this conclusion because of the Insurance Certificate that was provided to the Board by the Town of Ancaster's Insurer back in 1994/95 specifically for the use of Ancaster High School by the Ancaster Basketball Club.

In a letter from the Club to the the Wentworth County Board back in June, 1996, there is a list of sponsors for the Club - 1995/96. The Sponsors include the Optimists, the Rotary Club, East Side Mario's Borkovich & Ingrassia Law Office, Zenrs, Ancaster Home Hardware and Ontario Public School Teachers Federation. I point this out because this information makes it clear that this is a User Group and as such should fall within the Board's Policy and Procedures for Permitted Use of School Premises by community groups.

SINCE 1987



OSBIE

I agree with Bruce Thomson's suggestion that the past usage of the board's facilities should be put on a more equitable basis with respect to charging for the space used. I would also suggest that a formal Permit System or Contract be used for this Group.

The Board, as all boards in the province, have a duty to maintain and protect the board's buildings. Naturally, community access is important. However, the first priority of the board is to preserve and protect the buildings for the education of the children of the community. The security of buildings, and the liability issues around rental or lease of premises is well recognized by Municipalities whose properties are also bought through tax dollars. Municipalities and other large landlords, draw up formal contracts for use of their premises, as well as ensuring that all users are properly insured. This is certainly clear to us, when we review the hundreds certificates we issue each year on behalf of school boards that are using Municipal premises - even the local streets for walkathons.

It has been our recommendation both from a Liability and Property insurance perspective, that all Users be required to sign a Permit that sets out the regulations for use of the building, and requires the User to take responsibility for damage to the building or equipment, and for claims that arise out of the activities that are under their control. (OSBIE risk management calendar - December, 1999 & OSBIE Oracle, June, 1999) We suggest that all Permits require the Users to carry liability insurance for their group and its activities and responsibilities. The Board should be named as an Additional Insured on the User's insurance policy. The copy of the Insurance Certificate from the Town for \$5 million is an example of the what should be required.

We suggest that your Permit regulations specify that a board custodian will be present whenever the building is used. This is for two reasons. From a liability perspective you need someone in the building to control access to the building and to deal with maintenance-related problems immediately.

For example, wet hallways, or salting and sanding walkways or stairways are maintenance issues that need attention to prevent slip and fall accidents, which can result in Occupiers Liability Claims against the board. Generally, the board would still be responsible for Occupiers Liability issues during the time of rental. The board would not be responsible for claims arising out of the activities themselves, but it is difficult for the owner to escape liability for maintenance-related injuries.

- 3 -

3 The other reason for having a custodian on site is one of security of the building and its contents. The custodian is able to control access to the building and prevent users from wandering into other parts of the building. The custodian can ensure the building is properly locked and security systems activated.

A couple of years ago we held Crime Focus Groups with school boards across the province. From these groups we learned that improved perimeter security has led to thieves gaining access to school sites by mingling with User Groups. Vigilance by board custodian can prevent this. Keys should not be given to User Groups. This compromises the security of the building.

I noted that in the past the board has permitted a Municipal Staff member to have the keys to the building and to act in the role of I have described for the school custodian. There would be concern over this arrangement, unless the board had a contract with the Municipality that set out the duties of the staff member with respect to maintenance, locking, and controlled access. I would suggest that such a contract should be drawn up by the board's legal counsel. If it is carefully constructed, the board may be able to transfer the Occupiers Liability issues, I mentioned above, to the User Group in this case.

However, it is preferable for the board custodian to be in charge. The person would be the most familiar with the site and the board's maintenance routines. Certainly, the salary for the custodian, should be charged to the Users with the normal rental fee for use of school buildings. I expect this would be covered in a general board policy for use of all sites.

When you attended our H.E.L.P Seminar, Diane, you received a Manual of procedures. If you check Audit Condition #10, it will give you some more information about security of buildings that might be helpful.

I hope these comments will be of assistance. If you have any questions, or if I please don't hesitate to call.

Best regards,



Diane Brunetti

Underwriting & Marketing Co-ordinator

1

Audit Condition #10**Controlled Access System****Recommended Board Policy
OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

Arson losses account for approximately 10% of property losses world-wide, according to Factory Mutual statistics. Arson losses accounted for over 50% of OSBIE's property losses since 1991 - more than \$12 million. One of the major factors associated with arson losses is the lack of security - unauthorized "visitors" being able to freely move around all parts of the premises. Since school buildings traditionally have many entrance points, the issue of a controlled access system becomes more important in reducing all forms of criminal activity.

The following recommendations are made to provide guidelines to school boards in developing a Controlled Access System. An audit of board policy which shows it meets these recommendations as a minimum will contribute towards the HELP risk management credit.

- (1) Board-wide policy requiring all school premises to have a sign-in/sign-out policy for all visitors. If possible, "Visitor" badges should be issued.
- (2) Visible evidence of compliance at all school premises.



**Permits issued to date for groups using the Board's facilities on Saturday &
Sunday whereby caretaking charges are being paid**

Saturday

Arts Fest – Sir John A. Macdonald
 Baby Bear Basketball Tournament
 Barbershoppers
 Brock University
 CDTA Jasmine Salman
 Cancer Assistance Program
 Earl Kitchener Home & School
 Flashdance
 Footloose
 Glendale S. S. Volleyball Tournament
 Grant Thornton Chartered Accountant
 Hamilton All Star Jazz Band
 Hamilton Collectible Fair
 Hamilton Friends Circle
 Hamilton Theatre Inc.
 Hamilton Wildcats Basketball
 Jr Chaika Educational Society
 Joslin's Karate & Kickboxing
 K & K Starmaker Dance Festival
 Niesie's School of Dance
 North American Talent Tour
 North Central Community School
 Ontario Rope Skipping Organization
 Parents' Conference
 Seventh Day Adventist Church
 Silver Fox Basketball Tournament
 Starmaker
 Star Step Dance Classic
 Stoney Creek Basketball Association
 Stoney Creek Girls' Basketball Assoc.
 United Church of God
 United Family Martial Arts
 Westdale S.S. Volleyball Tournament

Sunday

900 CHML
 Apostolic Christian Church
 Arts Fest – Sir John A. Macdonald
 Baby Bear Basketball Tournament
 Barbershoppers
 CDTA Jasmine Salman
 Concert of Remembrance
 Flamborough Centre Baptist Church
 Flash Dance
 Footloose
 Genie Social Club
 Girl Guides of Canada-Hamilton
 Grindstone Valley Bible Church
 Hamilton Church of Christ
 Hamilton Friends Circle
 Hamilton Theatre Inc.
 Hamilton Wildcats Basketball
 Jaycees Christmas Concert
 Jr Chaika Educational Society
 K & K Starmaker Dance Festival
 National Paper Goods
 Niesie's School of Dance
 North American Talent Tour
 Ridgemount Community Church
 Seventh Day Adventist Church
 Silver Fox Basketball Tournament
 Starmaker
 Starstep Dance Classic

1999 10 21

To: The Business Committee

From: Merv Matier, Director of Education and Secretary

Re: Industry-Education Council of Hamilton-Wentworth- Presentation

RECOMMENDED ACTION:

Moved by _____, that the presentation on the Industry-Education Council of Hamilton-Wentworth be received for information.

BACKGROUND

The Industry-Education Council of Hamilton Wentworth was first formed in the late 1970's and has grown to become an important and vital link between education and the business and corporate worlds.

RATIONALE

Jim O'Connor, the Executive Director, has agreed to make a presentation to the Business Committee to bring the members up to date on the many varied activities and projects that IEC continues to promote within our community.

Mr. O'Connor will have additional information to distribute to the Committee at next week's meeting. The attached "Proposed Year at a Glance" chart and other introductory material will provide you with some idea as to the scope of their work.

Industry-Education Council

Proposed Year at a Glance • September 1999 to August 2000

SEPTEMBER

- ☐ Dofasco Symposium for Teachers
Choices into Action: Implementing MET Policy (Sept 1)
- ☐ New Technologies Learning Series for Teachers
Host TBD (Sept 15)
- ☐ Youth Job Start Project (full semester)
- ☐ Launch of Tuesday Night Trade Talks – Plus *
10 Sessions: 5 at Lime Ridge and 5 at Eastgate
- ☐ IEC Board Meeting
- * Pre-event Employer Contact Kiosk designed, delivered and promoted in partnership with the Hire a Student Centre

OCTOBER

- ☐ Hamilton Spectator Publisher's Awards Program
- ☐ Fifth Annual Partners in Education Breakfast (Oct 20)
Career Education Planning: Community Strategies to Assist Students
- ☐ Post-Breakfast Mini Conference (Oct. 20) *
Bridging the Gap: Facilitating Student-Employer Connections
- * Mini conference designed, delivered and promoted in partnership with the Hire a Student Centre with corporate sponsorship

NOVEMBER

- ☐ Hamilton-Wentworth Career Week Program (Nov 1-5) *
- 1. *Career and Education Planning: Strategies for the Family* (a week-long series of articles published in partnership with The Hamilton Spectator TBD)
- 2. *Family Night(s) at the Hire a Student Centre*
- 3. *Seasonal Hiring Push for Students (i.e., Christmas help)*
- 4. *Take Our Kids to Work Prep Camp for Parents and Kids*
- 5. *Take Our Kids to Work program*
- ☐ Media conference to launch Career Week Program
- ☐ IEC Board Meeting
- * Designed, developed and promoted in partnership with the Hire a Student Centre with corporate sponsorship

DECEMBER

- ☐ New Technologies Learning Series for Teachers
Host TBD (Dec. 5)
- ☐ Let's Talk Education Speakers Series
Topic TBD (Dec. 15)
- ☐ Mentoring Program Appreciation Reception
- ☐ IEC Volunteer Training Session
Reaching Today's Students

JANUARY	FEBRUARY	MARCH	APRIL
☐ Launch Technologies for Schools Program ☐ Youth Job Start Project (full semester) ☐ IEC Annual General Meeting (Jan. 21)	☐ New Technologies Learning Series for Teachers <i>Host TBD (Feb. __)</i> ☐ Business Leaders of Tomorrow Conference at McMaster University	☐ Launch Experiential Learning Program (TBD) ☐ IEC Board Meeting (March __) ☐ Skilled Trades Summit for Educators and Employers <i>Boosting Employer Connections with Schools and Students</i>	☐ IEC Planning Period for 2000-2001 school year ☐ Lime Ridge Mall Skilled Trades and Technologies Fair (Date TBD) ☐ Skilled Trades Specific Career Fair (TBD) ☐ IEC Volunteer Training Session <i>Reaching Today's Students</i>
MAY	JUNE	JULY	AUGUST
☐ Hamilton-Wentworth Education Week Program * (May 4-8) 1. <i>Portfolio Fair Program</i> 2. <i>Let's Talk Education Speakers Series</i> 3. <i>IEC Millennium Project (Arts Education Gala)</i> ☐ Media conference to launch Education Week Program ☐ Fifth Annual IEC Golf Day * Designed, developed and promoted in partnership with the Hire a Student Centre with corporate sponsorship	☐ New Technologies Learning Series for Teachers <i>Host TBD (Feb. __)</i> ☐ IEC Board Meeting (Presentation of 2000-2001 Program Calendar) ☐ Ontario Learning Partnership Group Conference		☐ IEC Board and Staff Planning Retreat

INDUSTRY EDUCATION COUNCIL OF HAMILTON-WENTWORTH



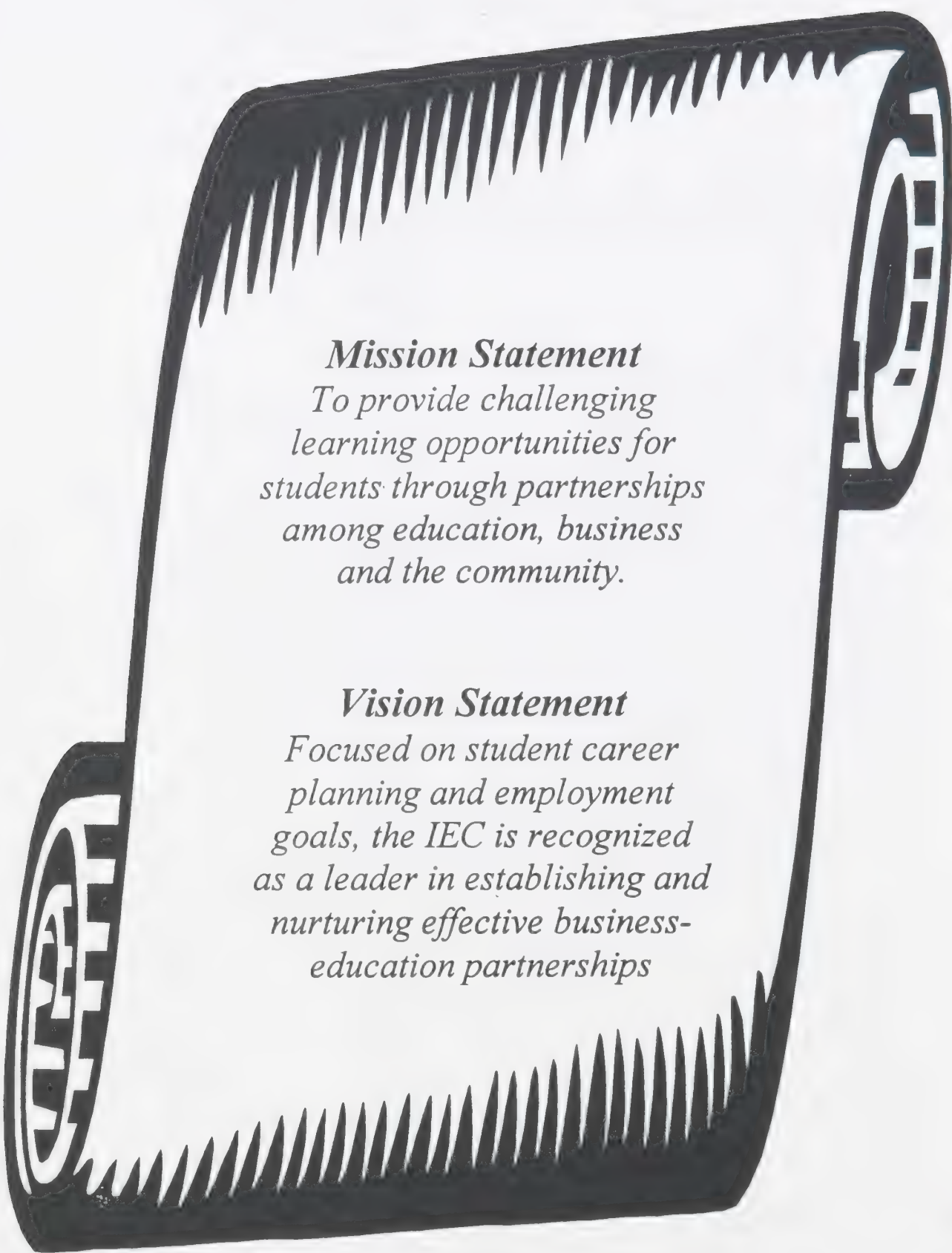
Executive Director's Welcome

Welcome to the **Industry-Education Council of Hamilton-Wentworth (IEC)**, a community-based not-for-profit organization serving our region since 1978.

Focused on student career planning and employment goals, the IEC is recognized as a leader in establishing and nurturing business-education partnerships. The IEC serves a broad client base that includes approximately 13,550 students and 1,265 teachers representing 195 schools and more than 2,040 employers from across the Hamilton-Wentworth Region.

The IEC is governed by a thirty-member board of directors comprised of leaders from business, industry, labour, government and local education institutions. The organization is funded through contributions from twelve high profile corporate partners, as well as local education institutions, including **The Hamilton-Wentworth District School Board, The Hamilton-Wentworth Catholic District School Board, McMaster University, Mohawk College and Columbia International College.**

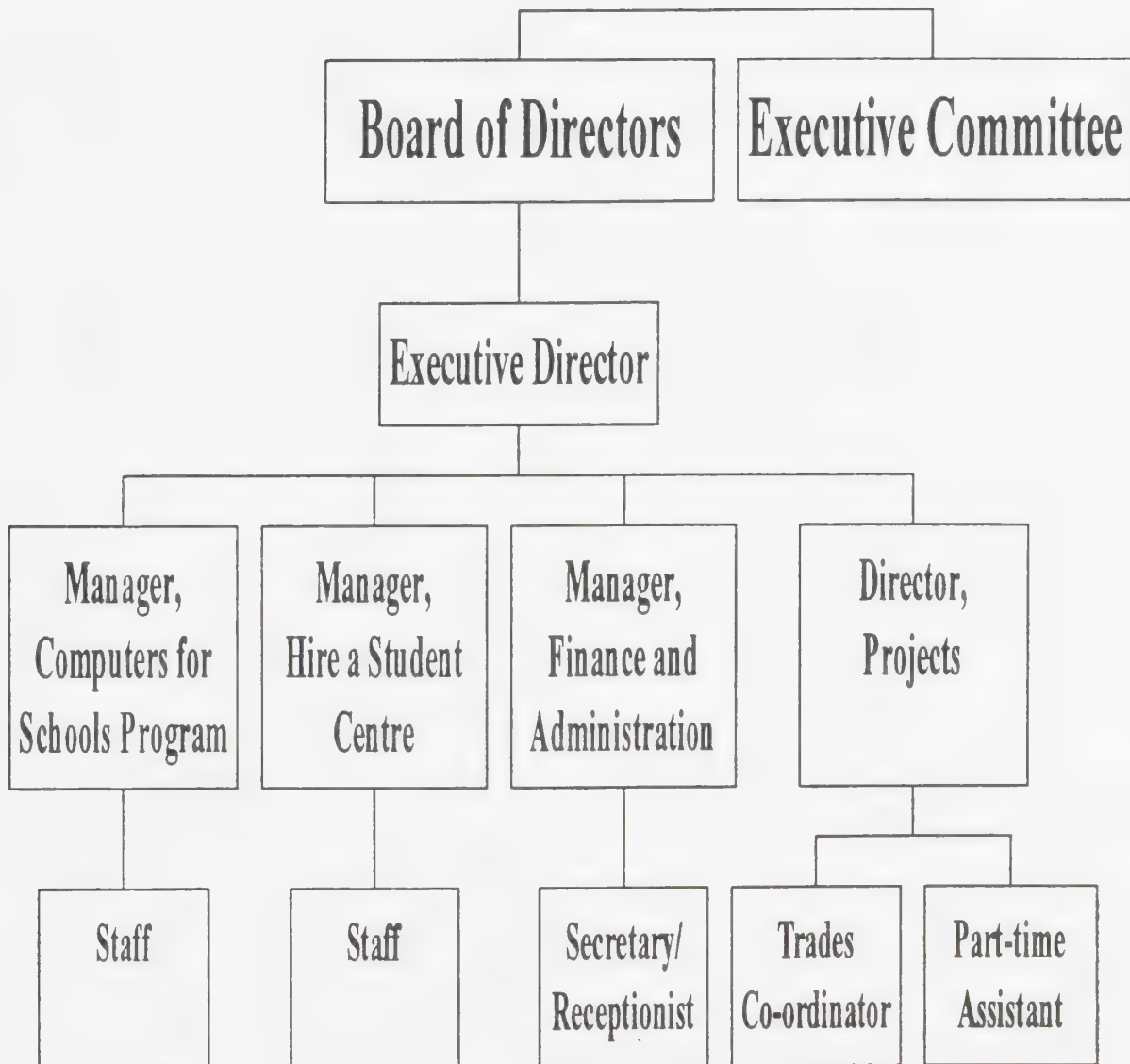
Working from offices in downtown Hamilton, the IEC manages a roster of programs targeting students and teachers at the elementary and secondary school levels. The programs are clustered in four categories: **School-to-Work Transition** (*Take Our Kids to Work, Hire a Student Centre, Portfolio Fair*, etc.), **Advanced Technologies** (*Computers for Schools, New Technologies Learning Series for Teachers*, etc.), **Learning Partnerships** (*Volunteer Directory for Schools, Let's Talk Education*, etc.) and **Skilled Trades and Technologies**. As you can see the IEC is involved in a wide range of dynamic programs, which means your employment here is sure to be stimulating and motivating.



Mission Statement
*To provide challenging
learning opportunities for
students through partnerships
among education, business
and the community.*

Vision Statement
*Focused on student career
planning and employment
goals, the IEC is recognized
as a leader in establishing and
nurturing effective business-
education partnerships*

ORGANIZATIONAL STRUCTURE



Refer to Appendix A for a complete board and staff list.

Industry-Education Council (H-W)

Proposed 1999 Budget

REVENUE	Total		Hire A		IEC Budget	IEC	Projected
	Budget	1999	Student Centre	Budget	1999	31-Aug-99	31-Dec-99
Projects Income/Grants	\$480,078		\$336,618		\$143,460	\$163,712	197,643
Less Project Expenses	370,609		336,618		\$33,991	49,585	61,590
Net Project Revenue	109,469		0		109,469	114,127	136,053
Education Institutions	90,500				90,500	64,500	90,500
Corporate Sponsors	60,000				60,000	35,150	60,000
Golf & Breakfast (less expenses)	33,470				33,470	23,216	33,470
Manual Sales	900				900		900
GST Rebate	3,250				3,250		3,250
Interest	120				120	135	170
TOTAL	\$297,709		\$0		\$297,709	\$237,128	\$324,343
Staff Salaries & Benefits	\$160,820				\$160,820	\$116,614	160,820
Administration							
Casual Support/Contingency	1,500				1,500	1,325	1,500
Travel/Parking	3,000				3,000	1,969	3,000
Rent	9,000				9,000	5,000	9,000
Moving Expenses	1,500				1,500	1,183	1,183
Office Expenses/Utilities	20,400				20,400	12,039	20,400
GST Expense	6,800				6,800		24,000
Subscriptions/Conferences/Meetings/Promot.	4,400				4,400	3,298	4,400
TOTAL	\$207,420		\$0		\$207,420	\$141,428	\$224,303

Surplus	\$90,289	\$0	\$90,289	\$95,700	\$100,040
---------	----------	-----	----------	----------	-----------

* Debt repayment of \$30,000 to be paid out of fundraising revenue (i.e. Golf and Breakfast)

SSETS

CURRENT ASSETS

Receivable - #113-510025	41,630.84	
Cash	<u>100.33</u>	
Current Total		41,731.17
Accounts Receivable	<u>68,138.96</u>	
Receivables: Net		<u>68,138.96</u>
TOTAL CURRENT ASSETS		<u>109,870.13</u>

FIXED ASSETS

Office Furniture and Equipment	19,219.72	
Computer Equipment	2,029.32	
Accum Deprec: Furn & Equip	<u>-14,636.00</u>	
Subtotal		<u>6,613.04</u>
TOTAL FIXED ASSETS		<u>6,613.04</u>

TOTAL ASSETS	<u>116,483.17</u>
--------------	-------------------

LIABILITIES

CURRENT LIABILITIES

Long Term Debt		39,082.09
Short Term Debt		15,000.00
Vacation Payable		0.00
UI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
EHT Payable		0.00
WCB Payable		0.00
GST Paid On Purchases	<u>-7,616.84</u>	
GST Owing(Refund)		<u>-7,616.84</u>
TOTAL CURRENT LIABILITIES		<u>46,465.25</u>

TOTAL LIABILITIES	<u>46,465.25</u>
-------------------	------------------

EQUITY

RETAINED EARNINGS

Retained Earnings	-25,682.95	
Current Earnings	<u>95,700.87</u>	
TOTAL RETAINED EARNINGS		<u>70,017.92</u>

TOTAL EQUITY	<u>70,017.92</u>
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LIABILITIES AND EQUITY	<u>116,483.17</u>
------------------------	-------------------

#8

1999 10 21

To: The Business Committee

From: Merv Matier, Director of Education and Secretary

Re: SCHOOL DAY AND SCHOOL PROGRAM POLICY

RECOMMENDED ACTION:

Moved by _____,

- (a) That the report on the School Day and School Program policy of the former County Board be received for information and
- (b) That the School Day and School Program Policy 9.07 be deleted from the active policies of the former County Board and
- (c) That the policy not be adopted by The Hamilton-Wentworth District School Board.

BACKGROUND

The Business Committee referred the Wentworth County Board's policy relative to "School Day and School Program" to Executive Council to review the need for such a policy.

Attached is a copy of the report presented by Trustee L. Orban and the minutes from the May 20, 1999 Business Committee meeting.

RATIONALE

Executive Council believes that, since the school day is set in accordance with Ministry regulations, it would be redundant for The Hamilton-Wentworth District School Board to adopt a policy in this regard.

Since the following recommendation from the LEIC was adopted by the Board, it is prudent to formally delete the policy from the active files:

"That all current policies and procedures shall continue to operate in their respective geographical areas until replaced by the new District School Board."

1999 05 20

To: The Trustees

From: Lillian Orban, Trustee

Re: SCHOOL DAY AND SCHOOL PROGRAM

RECOMMENDED ACTION:

That the issue of school day and school program be referred to administration for development of a policy.

Rationale

Because the shortened instructional day will impact on a shortened lunch period.

And

Because staff are guaranteed 40 minutes un-interrupted lunch time in negotiated contracts.

And

Because there is an existing policy for Wentworth County staff re: "School Day and School Program", Appendix A.

And

Because principals need to have the flexibility to negotiate schedules for staff meetings, extra curricular activities, sports, and other after school programs in consultation with staff and volunteers to meet student needs –

There continues to be a need for a "School Day and School Program" Policy for The Hamilton-Wentworth District School Board for September, 1999.

SCHOOL DAY AND SCHOOL PROGRAM**POLICY STATEMENT:**

It is the policy of The Wentworth County Board of Education that in accordance with the Ministry Regulations, the public elementary and secondary schools under the jurisdiction of The Wentworth County Board of Education may be open for the instruction of students between the hours of 8 a.m. and 5 p.m. for each school day.

ADMINISTRATIVE REGULATIONS:

1. In accordance with Regulation 262, 12, (3)(e) and (f), the principal shall provide for adequate supervision for the period of time during each school day when the school buildings and playgrounds are open to the pupils and for the supervision and conducting of any school activity authorized by the Board. The principal's assignment of teachers is to be dictated by the needs of the students.
2. Prior to June 30th of any school year, the principal shall submit an outline of the scheduled hours of instruction for approval by the appropriate Supervisory Officer.

Board Revised
May 11/92

#9

TO: Merv Matier, Director of Education and Secretary
FROM: Anthony Cupido, Superintendent of Plant Services
RE: BALACLAVA PUBLIC SCHOOL - CREATIVE PLAYGROUND
DATE: 1999 10 21

Approved for distribution
by the Director.

Signature:

ate:

M. Matier
Oct 14/99

Recommended Action:

Moved by: _____ seconded by _____ that the installation of a creative play structure on the Balaclava Public School Grounds as outlined in the attached plan be accepted as information.

Background:

Reference is given to the attached plan which was approved by the Executive Council at their meeting of 1999 10 05.

The following terms will also apply:

1. the site location will be mutually agreeable between the school and the Plant Department and utility locates will be the responsibility of the parent group.
2. installation must be performed in accordance with the manufacturer in order to secure proper warranties.
3. equipment installed must meet CAN/CSA Z614-98 standards.
4. the Plant Department will perform routine inspections of the structure and provide limited maintenance as necessary. In addition, the Plant Department will arrange to have an annual inspection of the structure performed by an outside firm to ensure structure safety.

mb



Barrister & Solicitor

5 Appleridge Court
Carlisle, Ontario
L0R 1H1

September 16, 1999

Hamilton-Wentworth District School Board
100 Main Street West
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Attention: Anthony Cupido, Plant Services

Dear Sir:

As per our conversation, please find enclosed the following:

1. Two copies of a quotation and plan for the proposed play structure as provided by Henderson Recreation Equipment Limited;
2. Site plan for Balaclava Public School in Carlisle. The play structure location is identified.

We have shared the plan for approval with Lyle Bentham, the principal of Balaclava. In addition, I ascertained that the septic system for the school is located on the opposite side of the school.

I require approval of the play structure for insurance purposes. We propose to order the play structure as soon as possible, as the funds have been raised.

Thank you for the Hamilton-Wentworth District School Board providing stone for the surface under the play structure.

Contact me should you have any question.

Sincerely,

Cheryl A. Findley, Trustee, Balaclava Public School Trust Fund

CAF/adn



9-2
Henderson
recreation equipment limited

Thursday, June 10, 1999

Balaclava Public School
c/o Sonja Dowbiggin
1 Appleridge Court
Carlisle, Ontario
L0R 1H3

Dear Friends of Balaclava School:

RE: REVISED QUOTATION NUMBER 2

On behalf of Henderson Recreation Equipment Limited, thank you for this opportunity to provide the following proposal and quotation.

TO SUPPLY AND INSTALL:

SITE PREPARATION:

Site Preparation is the responsibility of others.

PLAYSTRUCTURE:

PlaySteel 4 Series playstructure as shown on our drawing number PF01053Rev2

Phase One including log roll, snake rail overhead ladder, trapeze ring beam, turning bar, chinning bar, wavy overhead ladder, loop climber, two square plastisol coated steel platforms, one change of direction plastisol coated steel platform and 4" x 4" galvalume uprights.

Subtotal	\$10,461.16
PST	included
GST	<u>732.28</u>
Total	\$11,193.44

Phase Two including sliding pole, corkscrew climber, curved combo super slide, rappel wall, tower climber, deck ladder, two square plastisol coated steel platforms and 4" x 4" galvalume uprights.

Subtotal	\$ 7,484.67
PST	included
GST	<u>523.93</u>
Total	\$ 8,008.66

Playstructure installed at one time.

Subtotal	\$17,799.84
PST	included
GST	<u>1,245.99</u>
Total	<u>\$19,045.83</u>

RESILIENT SURFACING:

To supply and install 96 metric tonnes of 1/4" round pea stone to a uniform depth of 12".

Subtotal	\$3,019.88
PST	164.79
GST	<u>211.39</u>
Total	\$3,396.06

TIMBER CURBING:

To supply and install 35 lengths of 6' plastic timber.

Subtotal	\$3,197.25
PST	230.58
GST	<u>223.81</u>
Total	<u>\$3,651.64</u>

**THIS PLAYSTRUCTURE HAS BEEN DESIGNED TO COMPLY WITH
CAN/CSA-Z614-98**

Terms: 40% deposit, net 30 days from date of installation.
Lead Time: 4-6 weeks from purchase date.
Installation Method: Onground

Should you have any questions or concerns, please feel free to call me.

Kindest regards,
HENDERSON RECREATION EQUIPMENT LIMITED

Paul Windle

Paul Windle.
Assistant Sales Manager

Henderson recreation equipment limited

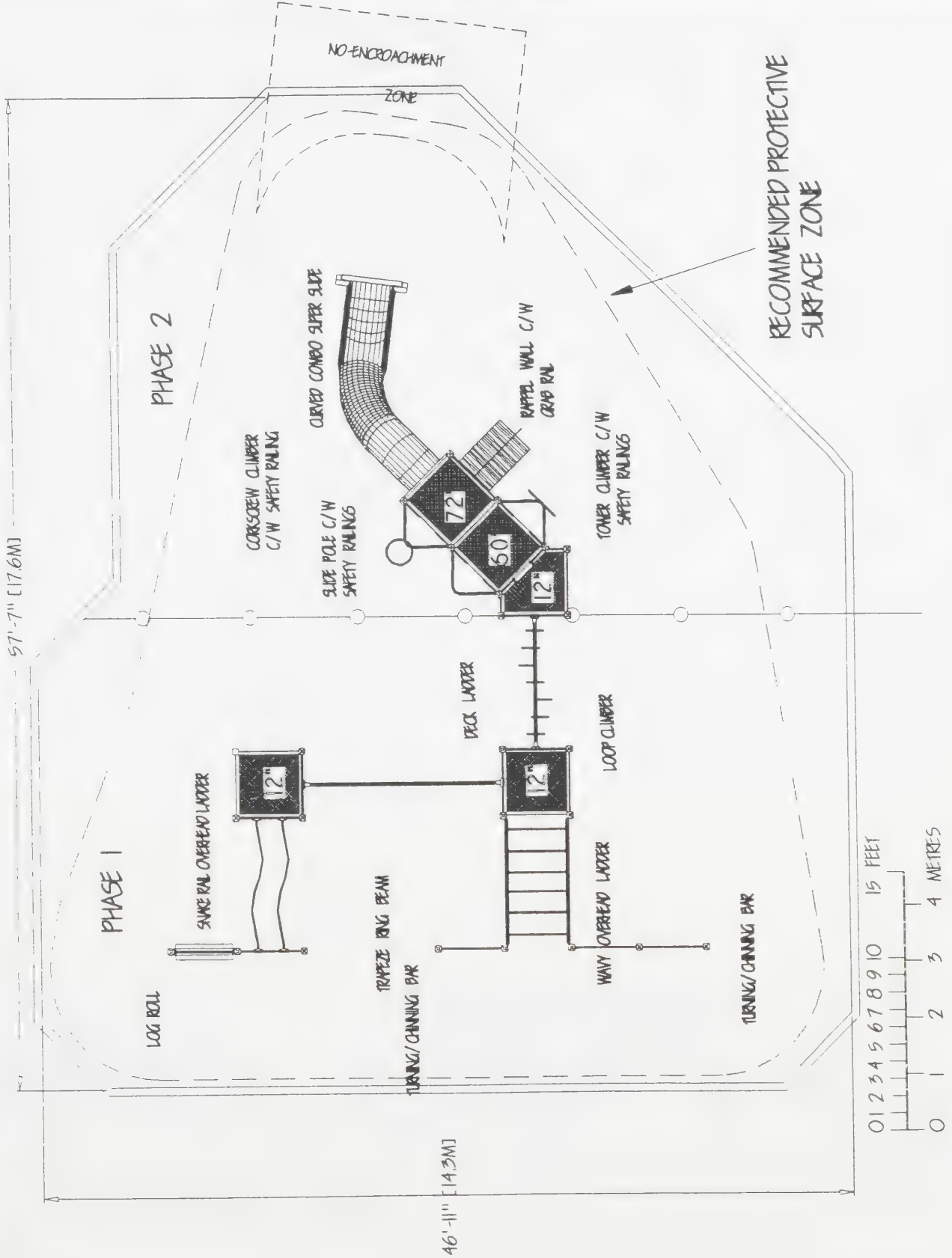
P.O. BOX 68,
11 GILBERTSON DRIVE,
SINKOE, ONT., CANADA
N0Y-4K0
PHONE: (519) 426-9380
FAX: (519) 426-1152



*Our World
is play*

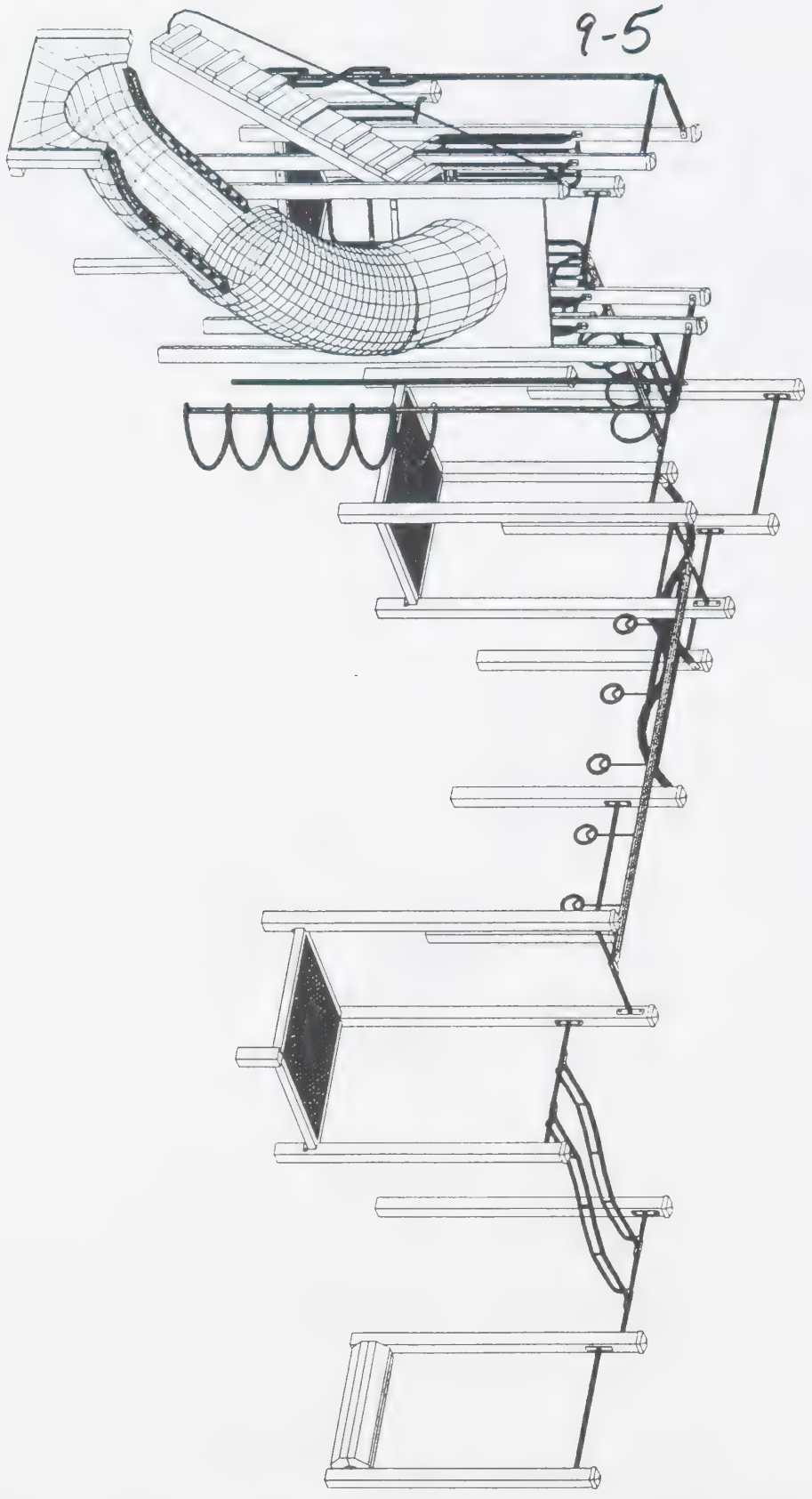
NOTE: THIS DRAWING IS NOT TO BE COPIED OR
REPRODUCED IN ANY WAY WITHOUT THE WRITTEN
CONSENT OF HENDERSON RECREATION EQUIPMENT LIMITED.
A PROTECTIVE SURFACE IS RECOMMENDED
UNDER AND AROUND ALL PLAY STRUCTURES.
WE RESERVE RIGHTS TO DESIGN MODIFICATIONS
ALL DIMENSIONS SHOWN MUST BE VERIFIED BY
CUSTOMER CONTRACTOR. NO ALTERATIONS
OR DEVIATIONS FROM THESE DIMENSIONS
SHOWN MUST BE REPORTED TO HENDERSON
RECREATION EQUIPMENT LIMITED.

TITLE	PLAYSET 4
CUSTOMER	BLADLAKE PUBLIC SCHOOL CABLE, ONT.
BORDER PERIMETER	184
LINEAR FEET (1 HIGH)	50/FT
SURFACING AREA	2284
QUOTE #1	SALESPERSON: P.W.
DRAWN BY:	DATE:
RH	REV 15/99
SCALE:	SIZE:
SEE KEY	
REV #1	REV DATE:
2	LINE 7/99
	RH
DRAWING #1	PFO1053



NOTES: ZONE'S SHOWN COMPLY WITH "CAN/CSA-Z614-98".
ALL BORDER DIMENSIONS SHOWN ARE INSIDE MEASUREMENTS. ALL PLAYSTRUCTURE DIMENSIONS ARE CENTRE TO CENTRE OF POSTS, UNLESS OTHERWISE SPECIFIED.

9-5



ES. ZONES SHOWN CONFL Y WITH 11 CAN/ CSA-Z614-9811. ALL BORDER DIMENSIONS SHOWN ARE INSIDE MEASUREMENTS. ALL PLAYSTRUCTURE DIMENSIONS ARE CENTRE TO CENTRE OF POSTS, UNLESS OTHERWISE SPECIFIED.

Henderson
recreation
equipment
limited
P.O. BOX 68,
11 ALBERTSON DRIVE,
SIMCOE, ONT., CANADA
M3Y 4K8
PHONE: (519) 426-9980
FAX: (519) 426-1192

*Our World
is Play*



NOTE: THIS DRAWING IS NOT TO BE COPIED OR
REPRODUCED IN ANY WAY WITHOUT THE WRITTEN
CONSENT OF HENDERSON RECREATION EQUIPMENT LIMITED.
A PROTECTIVE SURFACE IS RECOMMENDED
UNDER AND AROUND ALL PLAYSTRUCTURES.
WE RESERVE RIGHTS TO DESIGN MODIFICATIONS
ALL DIMENSIONS SHOWN MUST BE VERTICALLY
ADJUSTED TO MEET THE REQUIREMENTS OF THE
CANADIAN STANDARD FOR PLAYSTRUCTURES
AND DIMENSIONS FROM THESE DIMENSIONS
SHOWN MUST BE ADJUSTED TO HENDERSON
RECREATION EQUIPMENT LIMITED.

TITLE		
PLAYSET, 4		
CUSTOMER:		
BALDWIN		
PUBLIC SCHOOL		
CUMBER, ONT.		
BORDER PERIMETER:		
164 LINEAR FEET (1 HIGH)		
SURFACING AREA		
2254 SQ/FT		
QUOTE #:	SALESPERSON:	
P.W.		
DRAWN BY:	DATE:	
RH	Feb. 19/99	
SCALE:	SIZE:	
N.T.S.		
REV #:	REV DATE:	REV BY:
2	JUN 7/99	RH
DRAWING #:		
PFO0530		

9-6

SITE PLAN

PART OF LOT 7, CONCESSION 9

GEOGRAPHIC TOWNSHIP OF EAST FLAMBOROUGH

BEND IN THE

TOWN OF FLAMBOROUGH

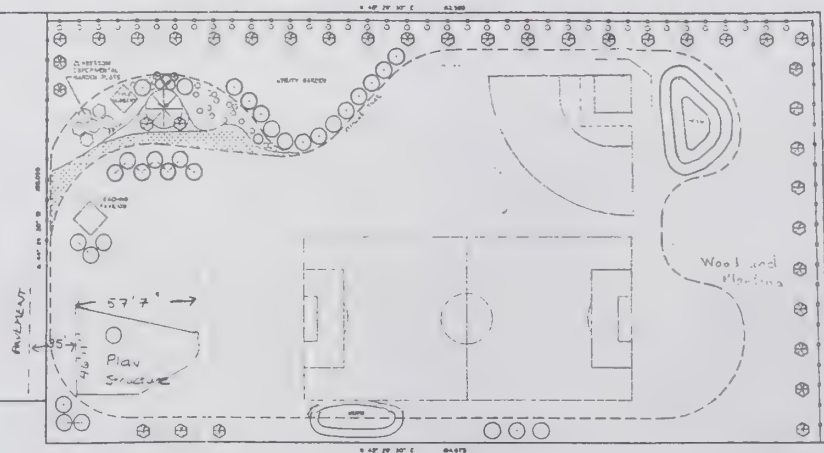
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH



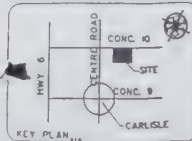
CONCESSION 10

CENTRE ROAD

BALACLAVA SCHOOL



REDUCED SCALE: 1:1000



LEGEND

NO. REVISIONS DATE BY

OWNER

MUNICIPALITY
TOWN OF FLAMBOROUGH
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH

PROJECT NAME:

BALACLAVA PUBLIC SCHOOL

DRAWN BY: CKY

DATE: APRIL 1998

DESIGNED BY: CKY

CHECKED BY: CKY

DATE OF ISSUE:

NOT FOR CONSTRUCTION
UNTIL SIGNED AND DATED

KENNETH
YOUNGS
ENGINEERING
INC.

P.O. BOX 999
WATERLOO, ONTARIO
N2L 2H0
TEL (505) 336-1337
FAX (505) 336-9536

SCALE 1:500 meters

DRAWING TITLE

SITE PLAN

PROJECT NO.
2624DRAWING NO.
1

DRAWING: C:\PROJECTS\BALACLAVA

10

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

Date: _____

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Participation in OMERS

Recommended Action:

Moved by: _____

WHEREAS pursuant to the *Education Act* and *Regulations* thereto The Wentworth County Board of Education and The Board of Education for the City of Hamilton were merged as a district school board effective January 1, 1998;

AND WHEREAS the name approved by the Education Improvement Commission for such new district school board is "THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD";

AND WHEREAS pursuant to s. 15 (1) of the *Ontario Municipal Employees Retirement System ("OMERS") Act*, R.S.O. 1990, Chapter 0.29 and *Regulation* 890 as amended, a local board may by resolution participate in OMERS on behalf of its employees and pay to the Fund the total of the employer and member contributions, and has all powers necessary and incidental thereto;

NOW THEREFORE the Hamilton-Wentworth District School Board (the "Employer") enacts as follows:

1. The Employer hereby elects to participate in OMERS in respect of its employees as of the 1st day of January, 1998, who did not become employees of Conseil Scolaire de district du Centre-Sud-Ouest, and authorizes the Superintendent of Business and Treasurer to submit forthwith a certified copy of this resolution to the President of the Ontario Municipal Employees Retirement Board.
2. Every employee of the Employer who on December 31, 1997 was employed by The Board of Education for the City of Hamilton and The Wentworth County Board of Education and who was or was entitled to become a member of OMERS on December 31, 1997, and did not become an employee of Conseil scolaire de district du Centre-Sud-Ouest shall continue such membership or membership entitlement from January 1, 1998, while employed by the Employer.
3. Every person who is not a member of the Ontario Teachers' Pension Plan, who becomes an employee of the Employer on or after the effective date, if such person is employed on a continuous full-time basis, shall, as a condition of employment, become a member of OMERS, or if such person is already a member, resume contributions to OMERS on the date so employed.
4. The Superintendent of Business and Treasurer of the Employer is hereby authorized to deduct from the earnings of each employee who is a member of OMERS, the contributions required to be made by the

member, and to remit such contributions together with the amounts required under the *OMERS Act* to be paid by the Employer to the Ontario Municipal Employees Retirement Fund.

- 5 The Superintendent of Business and Treasurer (the "Agent") is hereby authorized to execute all necessary documents and to do all such things as are necessary to carry out the intent of this resolution, in accordance with section 6 of the *OMERS Regulation*.

Rationale:

OMERS has requested (see attached correspondence) a Board resolution to begin the process of combining member and employer records as a result of the amalgamation of school boards in the province.

Ian Gordon, the Board's solicitor, has reviewed and amended the wording of the resolution requested by OMERS. The foregoing recommended action represents the wording recommended by Ian Gordon.

DG/GdeJ
1999-10-14

attach.





February 22, 1999

Ms. Irene Polidori, Manager of Finance
The Hamilton-Wentworth District School Board
100 Main Street East
P. O. Box 2558
Hamilton ON L8N 3L1

Dear Ms. Polidori:

Re: School Board Amalgamations

As a result of the recent amalgamation of Hamilton Board of Education and Wentworth County Board of Education, we require written confirmation that the name of the new board is correct as shown above.

We also require a certified Board resolution to begin the process of amalgamation, and the eventual combining of member and employer records. Please find enclosed a sample resolution that we need to ensure continued membership of the new board in OMERS. If you have a sample resolution from prior correspondence please use the one enclosed in this letter.

In addition to the participation resolution, we require a complete list of all members involved in your amalgamation along with their Social Insurance Numbers. A new group number will be confirmed once your new participation resolution and list of members are received.

Should you have any questions please contact me at 1-800-387-0813 ext. 4266.

Yours truly


Sandra D. Horne
Sr. Administrator Amalgamations
Membership Department

**DRAFT RESOLUTION
FOR PARTICIPATION IN OMERS
BY A LOCAL BOARD IN RESPECT OF EMPLOYEES**

Name of Local Board

Resolution Number: _____

Whereas pursuant to section 15(1) of the Ontario Municipal Employees Retirement System (OMERS) Act, R.S.O. 1990, Chapter 0.29 and Regulation 890 as amended, a local board may by resolution participate in OMERS on behalf of its employees and pay to the Fund the total of the employer and member contributions, and has all the powers necessary and incidental thereto:

Now therefore the (Name of Employer) (the Employer) enacts as follows:

(Obligatory Clauses)

(Election)

1. The Employer hereby elects to participate in OMERS in respect of its employees as of the first day of (month and year) (the effective date) and authorizes the (title of the appropriate official) to submit forthwith a certified copy of this resolution to the President of the Ontario Municipal Employees Retirement Board.

(Membership
Guarantee)

2. Every employee of the Employer who on (Date prior to amalgamation) was employed by the:

(Names of the Amalgamated Employers)

and who was or was entitled to become a member of OMERS on (Day prior to amalgamation) shall continue such membership or membership entitlement from (Date of amalgamation), while employed by the Employer.

(Continuous Full-
Time Employees)

3. Every person who becomes an employee of the Employer on or after the effective date, if such person is employed on a continuous full-time basis, shall, as a condition of employment, become a member of OMERS, or if such person is already a member, resume contributions to OMERS on the date so employed.

(Contributions)

4. The (title of the appropriate official) of the Employer is hereby authorized to deduct from the earnings of each employee who is a member of OMERS, the contributions required to be made by the member, and to remit such contributions together with the amounts required under the OMERS Act to be paid by the Employer to the Ontario Municipal Employees Retirement Fund.

(Agent)

5. The (title of appropriate official) (the Agent) is hereby authorized to execute all necessary documents and to do all such things as are necessary to carry out the intent of this resolution, in accordance with section 6 of the OMERS Regulation.

(Other Than
Continuous Full-
Time Employees -
Define class if
necessary)

(Optional Clause)

6. Every person who becomes an employee of the Employer on or after the effective date, if such person is employed on an other-than-continuous full-time basis, shall, as a condition of employment, become a member of OMERS.

Read and Passed this _____ day of _____ 19__.

Secretary (or title of authorized official)

Witnessed by (title) (Corp. Seal)

I hereby certify the above to be a true copy of Resolution Number (_____) passed by (name of Employer) at its meeting held on (date of meeting).

#11

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

M. Matier

Date: _____

Oct 14/99

To: Merv Matier,
Director of Education and Secretary

From: Don Grant,
Superintendent of Business and Treasurer

Re: Education Development Charges

Recommended Action:

Moved by: _____

That the Education Development Charges Report dated August 31, 1999 be received and filed.

Rationale:

Attached is the Education Development Charges Report for the month of August, 1999. The E.D.C. bylaw expired on August 31, 1999. Per Ministry regulation, a portion of these monies will be distributed to the french language coterminous school boards.

[Signature]

DG/GdeJ
1999-10-14

attach.

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING AUGUST 31, 1999

RESIDENTIAL

		HWDSB	HWCD SB	TOTAL
A.	BALANCE, beginning of month	\$2,475,861.04	\$1,034,250.14	\$3,510,111.18
CURRENT MONTH				
B.	Collections:			
	Ancaster	49,932.39	42,105.00	92,037.39
	Dundas	6,913.76	3,141.00	10,054.76
	Flamborough	17,132.56	14,376.00	31,508.56
	Glanbrook	46,859.59	21,289.00	68,148.59
	Stoney Creek	44,555.08	33,853.00	78,408.08
C.	Interest	21,189.32	4,553.30	25,742.62
D.	Withdrawals	(852,760.00)	(1,000,000.00)	(1,852,760.00)
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u>\$1,809,683.74</u>	<u>\$153,567.44</u>	<u>\$1,963,251.18</u>
COMBINED - RESIDENTIAL & COMMERCIAL		<u>\$2,633,939.99</u>	<u>\$258,568.20</u>	<u>\$2,892,508.19</u>

11-2

EDUCATION DEVELOPMENT CHARGES - JOINT BANK ACCOUNT
MONTHLY FINANCIAL REPORT
MONTH ENDING AUGUST 31, 1999

COMMERCIAL

		HWDSB	HWCDDB	TOTAL
A.	BALANCE, beginning of month	\$1,055,997.65	\$446,310.56	\$1,502,308.21
CURRENT MONTH				
B.	Collections:			
	Ancaster	16,018.95	6,889.50	22,908.45
	Dundas	0.00	0.00	0.00
	Flamborough	128.00	58.00	186.00
	Glanbrook	39,700.00	18,000.00	57,700.00
	Stoney Creek	66,846.88	31,471.25	98,318.13
C.	Interest	9,279.77	2,271.45	11,551.22
D.	Withdrawals	(363,715.00)	(400,000.00)	(763,715.00)
E.	Refunds	0.00	0.00	0.00
F.	Bank charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
G.	BALANCE, end of month	<u><u>\$824,256.25</u></u>	<u><u>\$105,000.76</u></u>	<u><u>\$929,257.01</u></u>

#2

MEMO

Approved for distribution
by the Director.

Signature: M. Matier

Date: Oct 14/99

Date: October 12, 1999

To: Merv Matier, Director of Education

From: Dr. Elizabeth Bond, Superintendent of Education, Secondary East

Re: DELTA REQUEST

RECOMMENDATION:

Moved by _____, seconded by _____

That The Hamilton-Wentworth District School Board approved the request from Foundation Delta to acquire a liquor license for their planned 75th Anniversary celebration on May 26 and 27, 2000.

RATIONALE:

Attached is the letter of request from Mr. Jon Sims, Principal, Delta Secondary School.

FOR YOUR INFORMATION:

A recent request from Westdale Secondary School was approved at Business Committee on September 16, 1999.

Betty

EB/jc

Superintendent of Education
Secondary East

#13

The Hamilton-Wentworth District School Board

MEMORANDUM

Approved for distribution
by the Director.

Signature: _____

Date: _____

TO: Merv Matier, Director of Education

FROM: Krys Croxall, Superintendent of Education

RE: Recommendation from the French Immersion Advisory Committee
Meeting of September 28, 1999

DATE: October 12, 1999

RECOMMENDED ACTION:

Moved by _____ that the recommendation from the French Immersion Advisory Committee "That the Hamilton Wentworth District School Board investigate the feasibility of opening the new Waterdown elementary school as a dual track French Immersion site" be referred to senior administration and to Accommodation Study Area #1 to be considered during the Instructional Facilities Review Process.

RATIONALE:

The French Immersion Advisory Committee met at Sherwood Secondary School on September 28, 1999. As outlined in Policy 3.01, 1.2 "The French Immersion Advisory Committee shall provide advice to the Board regarding French Immersion program and accommodation issues."

At the May meeting of the committee, a presentation by a Flamborough parent outlined potential parental interest in a French Immersion site in the Balaclava area starting at the Kindergarten level. The French Immersion Advisory Committee understands that long-term accommodation issues including French Immersion sites are being considered during the Board's review of potential efficiencies and inefficiencies in its facilities this fall, but felt that special consideration should be given to providing a site for French Immersion in former county areas with the building of a new elementary school. The French Immersion Advisory Committee wanted such an option at least considered in the planning process for the new school and therefore the meeting of September 28 recommended:

That the Hamilton Wentworth District School Board investigate the feasibility of opening the new Waterdown elementary school as a dual track French Immersion site.

Executive Council discussed the situation and advised that the recommendation should be referred to senior administration and to Study Area #1 as part of the Instructional Facilities Review process. This action would provide the best opportunity to determine both community interest in supporting French Immersion as a program option and the long-term availability of space within the entire East Flamborough Study Area where accommodation issues will be changing with the construction of the new school and revised catchment areas. To investigate the new school as the specific location for the program may be limiting to the prospect of extending the French Immersion program into former county areas.

13-1
Minutes for FIAC

Date: September 28th, 1999

Location: Sherwood Secondary

Members present: Steve Reynolds, Pilar Lanillos, Michelle McNabb, Terry Gallagher, Jean Lewis-Knight, Mark Strobl, Krys Croxall, Claudette Sims

Regrets: Tamara McCaughey, Marg Bowman, Ches Therien

Item	Questions / Discussion	Explanations / Actions
Welcome	A list of names, phone numbers etc of members was distributed.	• Correct Steve's email to stever@cgocable.net (r after steve not n) • Minutes will go out to Terry, Steve and Pilar electronically
Future Meeting dates	Future meeting dates were set, rotating day of week	• Monday, November 29 at Norwood Park • Wednesday, January 19th, 2000 • Tuesday, March 28, 2000 • Wednesday, May 24th, 2000
Concerns sheet: Submitted by members before meeting	• Resources: difficulty of finding resources in French especially in Science and Social Studies • Math: FI small market, materials developed in English first • Can teachers network, share resources? • Budget: Ministry funds FSL directly, how can we help teachers access these funds? • Publishers' material often for Francophone not FI students, level of language too difficult • Set curriculum may encourage publishers to come out with materials / books and make publication in French more viable	• Centre Franco-Ontarien de Ressources Pédagogiques has some good Science Resources-on web or catalogue available. • As sources of material are found they are shared with teachers. • Teachers are meeting with Claudette by division (K to grade 8). This should provide them with opportunities to share / network. • There is \$6000 budgeted for translations in elementary. Seven teachers have agreed to translate work. Teachers will be prioritizing what needs to be translated at division meetings. • Claudette will send copy of newsletter written for teachers to FI Home and Schools / School Councils to help keep them informed (distributed to members of FIAC)

Who is Ministry contact?	Louise Pharand is French contact at Ministry 416-327-1187
What are figures across the Board for FI?	Shared last year enrolment stats, this year will be out by next meeting
Federation of Ontario Naturalists (FON) has French texts, teaching units for new curriculum and French nature series for intermediate and primary?	List of FON French resources off web included with minutes
- Teacher at Sherwood has translated her course. Does she get reimbursed? Can this translation be shared with Westdale? - Translation is part of workload of FI teachers, but amount of translation due to new curriculum has become overwhelming - FI teachers historically had more time for translating in-school, but this has disappeared with budget restraints. Could this be staffing suggestion? - Michelle felt we need to reassure parents that they are going to have quality program down the road (Secondary) - Concern re students leaving program, why are they leaving?	- The division between elementary and secondary budgets was explained. Any money for secondary translations would have to come from a secondary budget. K. Croxall will discuss with secondary superintendents to see if funding is available centrally or in school budgets.
- Potential for expanding and consolidating French Immersion sites considered. Facilities Review process will be starting again in the fall and French Immersion sites could be considered in this context (program viability) - Given interest from Balaclava parent (May meeting) and building of a new school in Waterdown, this committee should take some action to ensure that French Immersion is considered. - Suggestion that we should consolidate programs in city as well.	- Recommendation to Executive Council "That the Hamilton-Wentworth District School Board investigate the feasibility of opening the new Waterdown elementary school as a dual track French Immersion site." - Unsure of process by which recommendations from this committee come to Board. K. Croxall will report back with answer.
Adjourn	6:15 p.m.

Next meeting at Norwood Park School, Monday, November 29 at 5:00 in the Library.

- Agenda: Continue discussion of concerns already raised plus staffing issues and enrolment figures. Please forward any new issues to Claudette for inclusion on the agenda.

CAB ON HW W26
A33B
1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

**URBAN
MUNICIPAL**

BUSINESS COMMITTEE
Thursday, November 18, 1999

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of October 21, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

URBAN MUNICIPAL

NOV 16 1999

ACTION ITEMS:

GOVERNMENT DOCUMENTS

5. Pepsi Proposal
6. Transportation Expenditure Forecast
7. Planning Report
8. Glendale Secondary School Request for Liquor License
9. New Elementary School in Flamborough
10. Confirmation of Corporate Entity
11. Inclement Weather Policy
12. International Children's Games Millennium Festival, June, 2000

D. Grant
D. Grant
D. Grant
E. Bond
D. Grant
D. Grant
M. Matier
R. Mulholland

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

13. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee
Board

November 24, 1999
November 25, 1999

7:15 p.m.
8:00 p.m.

Education Committee
Business Committee
Board

December 2, 1999
December 9, 1999
December 16, 1999

7:00 p.m.
7:00 p.m.
8:00 p.m.

MINUTES OF THE BUSINESS COMMITTEE
OCTOBER 21, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Reg Woodworth and Ray Mulholland.

Regrets: Laura Peddle.

Also present: Judith Bishop, Eleanor Johnstone, Joseph Rogers and **Bruce** Wallace.

In attendance: M. Matier (Director of Education and **Secretary**), D. **Grant** (Superintendent of Business and Treasurer), E. Bond (Superintendent of Education – **Secondary East**), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and C. Reid (Superintendent of Education – City West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 7:00 p.m.

At this point, the Director announced that Superintendents Bain, Croxall and Waters were not in attendance as they were at an Accommodation Review meeting in Ancaster.

2. Approval of the Minutes

It was moved by R. Woodworth: That the minutes of September 16, 1999 be approved as distributed.

CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of the Agenda

It was moved by W. Hicks: That the agenda be approved.

R. Woodworth requested that an item on "Stop Light at Waterdown High School" be added as 13(a).

To the motion, as amended, **CARRIED.**

DELEGATION:

5. Ancaster Basketball Club

The Chair welcomed the delegation headed by Len Bieksa, President of the Ancaster Basketball Club (ABC). She then explained the Board's delegation process, noting that any decision reached tonight on this issue would be considered for final approval at next Thursday's full Board meeting.

L. Bieksa provided background information about the ABC programming and then introduced Keith Smith and Bob Wynne who also spoke on the issue.

Clarifications were provided as follows in response to the members' questions:

- ⇒ ABC's focus is on the continuity of their program which has been benefiting many young people, the community and schools in Ancaster for many years.
- ⇒ Confirming that the Board's additional bill of \$21,000 would pose financial hardships to ABC which could lead to the shutting down of the program, ABC is requesting the members that the status quo remain for this weekend program in order to permit them to **carry on** their operations as in the past.
- ⇒ ABC is receptive to working with the Board/school staff in **addressing** the issue of security and the need for a caretaker during its weekend basketball programming.
- ⇒ The principals of Ancaster Senior and Ancaster High School along with the presidents of all parent councils in Ancaster supported ABC's stance on the issue.
- ⇒ In addition to the rental fee paid to the Board, ABC has been providing assistance to the schools through financial donations, providing major equipment, T-shirts/uniforms, basketballs, etc.
- ⇒ There are no alternative sources of funding available for ABC and it does not receive any grant/funding from the town of Ancaster or any other groups in the community.
- ⇒ If the installation of security gates in the school is required, ABC will be willing to pay for its costs.

When J. Bishop asked a question relating to a \$40,000+ facility charge in the Board's fee structure, the Chair indicated that the issue would be dealt with in a staff report following the presentation.

Responding to questions, D. Sage offered the following information:

- ⇒ There are two essential components to the Board's fee structure: (1) caretaking charge for overtime -- weekend use of facilities (an additional bill of approximately \$21,000 for ABC); and (2) facility charge, a specific fee rate to offset operating costs like hydro, heating, water, use of washrooms, etc. (an additional \$40,732.76 if applied to ABC). The facility charge has not been applied to ABC.
- ⇒ For school gyms which are attached to recreation centres, Board staff (i.e. caretakers) are on call and not expected to be physically in the building.
- ⇒ Subsequent to the Board approving a policy statement regarding Community Use of Board Facilities/Properties, community groups which are currently utilizing board facilities were verbally advised that this policy would be applied consistently to all groups, particularly the caretaker overtime charge for weekend programs in order to ensure the security of the board property.

L. Bieksa remarked that there are some facilities which are board-owned and no caretakers are required except for the language programs. ABC's current arrangement has been identical with what is offered to community groups in Hamilton; supervision rests with the City of Hamilton or Town of Ancaster (the difference lies in the method of payment). ABC is more than willing to sit down with the Board/school to discuss all the details relating to usage and payment method arrangements across the board; however, its main focus will always be the welfare and best interests of the students. ABC does not agree that the \$21,000 bill for caretaking is program effective nor acceptable.

Perceiving that there are differing agreements with community groups with respect to the use of board facilities, particularly the method of payment of the Board fee structure, W. Hicks felt there should be consistency in the application of the terms of the new policy.

Sharing W. Hicks' sentiments, the members felt it was appropriate to defer decision regarding the concerns raised by the delegation until after the consideration of the staff report on the issue.

The Chair thanked the presenters and invited them to stay and hear the report.

ACTION ITEMS:

6. Ancaster Basketball Club (ABC Magic)

D. Grant provided an overview of the report and then called on D. Sage, Manager of Accommodation and Planning, who reviewed the salient details of the report.

D. Sage noted that administration considered 3 options in reviewing the issue: (a) a caretaker will be in place with no charge for the services, (b) continue with the status quo which is not consistent with the current policy and has legal and insurance implications, and (c) effect consistency across the system; this option was supported by Executive Council, the Board's legal counsel and insurance company.

W. Hicks recalled that there was understanding that the Board would not put any change in fee rates in place until the entire rental fees policy has been completed. He expressed his wish to follow through with this direction and carry out a comprehensive study particularly those relating to unique practices in some areas. He further predicted that this would not be an easy task for our board and that input from all stakeholders should be beneficial for all.

D. Grant conceded that there is still considerable work to be done in terms of the guidelines for the policy. He stated further that if the County rates were applied to the ABC rental, this would result in a rental fee of about \$45,000. However, the concern was to address the issue of proper supervision of the board facilities.

Confirming that there is no rental fee increase in effect at this time, D. Sage indicated that the only application of the policy statement is relative to Board administration taking the position of ensuring the security of all board facilities and the costs associated with this action will then be passed on to the community groups.

In response to several questions from the members, further clarifications were provided as follows:

- ⇒ When the new policy statement on the Community Use of Board Facilities/Properties was approved last spring, the guidelines (operating procedures) were referred to the Transition committee addressing the issues of fees, permits and Municipal reciprocal agreements.
- ⇒ The regular school caretaker may be assigned to the weekend programming; however, this individual has the option to decline the overtime work
- ⇒ S. O'Brien, Vice-Principal of Ancaster High School, confirmed the absence of any insurance liability claims relating to security and other school incidents to date.
- ⇒ Attention was drawn to Appendix K which listed the community groups affected by the caretaking charges for weekend programs. The staff report, along with the recommended action, was brought before the Board as a result of the concerns raised by ABC regarding the additional bill of \$21,000.

Several trustees could not support the recommendation in the report given the lack of comprehensive guidelines to support the Board's Community Use of Schools policy statement. They also questioned the fairness of not providing advance notice to those groups impacted which would allow them adequate financial planning.

It was moved by H. Bullock: That the agreement with the Ancaster Basketball Club (ABC Magic) for the 1996-97 school year be continued for the 1999-2000 school year.

Concerned with the establishment of precedent, particularly in terms of groups appealing to the Board, J. Bishop supported a closer review of how our schools are to be used by various community groups, the exploration of other avenues in this regard and the determination of the potential implications for our system. She wondered if it would be more appropriate at this time to refer the report back to the officials for further consideration.

Observing the members' intent to look at all community groups with respect to this major issue, H. Bullock requested and was permitted to withdraw her motion.

W. Hicks concluded that the status quo should be maintained until the complete guidelines on the community use of schools are in place.

It was moved by R. Woodworth: That the status quo on all community groups using schools be continued until the Board establishes guidelines for the Community Use of Board Properties/Facilities Policy.

The members offered the following suggestions for further review and consideration as the guidelines for community use of schools are developed:

- ⇒ Administration/staff should be able to work with ABC and the other community groups on strategies to address the issue of security in the schools.
- ⇒ The financial requirements/implications for the Board/schools and the community groups of any decisions reached in this area, particularly for the inner city school area.
- ⇒ In spite of the Ministry's direction for school boards to open their schools for community use, the limited funding from the provincial government has a definite impact on the issue. The province should provide the appropriate funds to absorb the associated costs of opening the schools to the community (e.g. providing another funding envelope for this).

To the motion, **CARRIED UNANIMOUSLY.**

7. Industry-Education Council (IEC) of Hamilton-Wentworth Presentation

M. Matier introduced Ron Lambert, IEC Chairman and Senior Manager of National Bank of Canada and Jim O'Connor, IEC Executive Director.

Prior to the presentation, the Director referred to a request from the last budget deliberation for further information regarding an allocation for IEC in the Director's budget. The members received the following information:

- ⇒ Specifically in terms of finances, M. Matier noted that, in the past, the former Hamilton Board had provided payroll services for the IEC and over time the IEC had built up a liability to the school board. There has been discussion on how this money was going to be repaid and when. Presently, the IEC is in good financial standing and a sound plan on repaying back the Board is in place. The timeline for such repayment is estimated to happen within a year and a half period.
- ⇒ In the past, the former board paid for the salaries and benefits relative to the secondment to the IEC of J. O'Connor, who was a former Hamilton secondary school teacher and Co-operative Education Consultant for Business. This arrangement had since been terminated with J. O'Connor's retirement from the Hamilton Board.

⇒ Presently, the contributions to the IEC from our board and the Catholic separate school board are regarded as membership fees. These funds are applied towards IEC's operations and various projects. Due to its size, our board's contribution constitute a bigger amount than the other board.

Both presenters then reviewed the report before the members, drawing attention to the IEC's Report to the Community pamphlet. The success of the IEC's "Partners in Education Breakfast" last October 20, 1999 was also noted.

It was moved by W. Hicks: That the presentation on the Industry-Education Council of Hamilton-Wentworth be received for information.

When J. Bishop asked if IEC has looked at the relationship between poverty and achievement, particularly for disadvantaged children, J. O'Connor replied that, although the council had considered the issue in the past, its mandate is focused primarily on career planning.

Responding to J. Bishop's further question, J. O'Connor clarified that, while the IEC's proposed 1999 budget shows a surplus, some of these funds are anticipated to come from government grants. However, there is no certainty as to whether or not the council will receive these monies in the future.

R. Lambert noted IEC's efforts to balance the contribution from education and corporate areas as this has been somewhat skewed.

In reply to a question, D. Grant advised that for the 1999-2000 budget, the IEC membership fee is \$52,000; in terms of funds receivable from the IEC, the current balance is \$57,000.

R. Mulholland joined the meeting.

Noting that the focus in the workforce for the next few years in this province will be skilled workers and while not much is being done in this area locally, R. Mulholland commended the efforts and continuing work of the IEC in accommodating and assisting our vocational students.

To the motion, **CARRIED UNANIMOUSLY.**

8. School Day and School Program Policy

The Director presented the report, drawing attention to the background information and rationale for the recommended action. He noted this to be a "housekeeping" item.

It was moved by H. Bullock:

- (a) **That the report on the School Day and School Program policy of the former County Board be received for information.**
- (b) **That the School Day and School Program Policy 9.07 be deleted from the active policies of the former County Board.**
- (c) **That the policy not be adopted by The Hamilton-Wentworth District School Board.**

Affirming that our board is in compliance with Ministry regulations, the Director clarified for the Chair that it is not necessary to revisit the length of school day issue. The Ministry guidelines provide the parameters, as well as the flexibility in between, for the school day.

To the motion, **CARRIED UNANIMOUSLY.**

9. Balaclava Public School – Creative Playground

It was moved by R. Woodworth: That the installation of a creative play structure on the Balaclava Public School grounds, as outlined in the site plan, be accepted as information.
CARRIED UNANIMOUSLY.

10. OMERS Participation

In reviewing the report, D. Grant noted that approval of the recommended action would not result in any change in the OMERS program for our board.

It was moved by W. Hicks:

WHEREAS pursuant to the Education Act and Regulations thereto The Wentworth County Board of Education and The Board of Education for the City of Hamilton were merged as a district school board, effective January 1, 1999;

AND WHEREAS the name approved by the Education Improvement Commission for such new district school board is "THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD",

AND WHEREAS pursuant to s.15 (1) of the Ontario Municipal Employees Retirement System ("OMERS") Act, R.S.O. 1990, Chapter 0.29 and Regulation 890 as amended, a local board may by resolution participate in OMERS on behalf of its employees and pay to the Fund the total of the employer and member contributions, and has all powers necessary and incidental thereto"

NOW THEREFORE The Hamilton-Wentworth District School Board (the "Employer") enacts as follows:

- 1. The Employer hereby elects to participate in OMERS in respect of its employees as of the 1st day of January 1999, who did not become employees of Conseil Scolaire de district du Centre-Sud-Ouest, and authorizes the Superintendent of Business and Treasurer to submit forthwith a certified copy of this resolution to the President of the Ontario Municipal Employees Retirement Board.**
- 2. Every employee of the Employer who on December 31, 1997 was employed by The Board of Education for the City of Hamilton and The Wentworth County Board of Education and who was or was entitled to become a members of OMERS on December 31, 1997, and did not become an employee of Conseil Scolaire de district du Centre-Sud-Ouest shall continue such membership or membership entitlement from January 1, 1998, while employed by the Employer.**
- 3. Every person who is not a member of the Ontario Teachers' Pension Plan, who becomes an employee of the Employer on or after the effective date, if such person is employed**

on a continuous full-time basis, shall, as a condition of employment, become a member of OMERS, or if such person is already a member, resume contributions to OMERS on the date so employed.

4. The Superintendent of Business and Treasurer of the Employer is hereby authorized to deduct from the earnings of each employee who is a member of OMERS, the contributions required to be made by the member, and to remit such contributions together with the amounts required under the OMERS Act to be paid by the Employer to the Ontario Municipal Employees Retirement Fund.
5. The Superintendent of Business and Treasurer (the "Agent") is hereby authorized to execute all necessary documents and to do all such things as are necessary to carry out the intent of this resolution, in accordance with section 6 of the OMERS Regulation.

CARRIED UNANIMOUSLY.

11. Education Development Charges Report

It was moved by R. Woodworth: That the Education Development Charges Report dated August 31, 1999 be received and filed.

D. Grant advised H. Bullock that the share of the French Language coterminous school board (District #58) in the EDC monies has not been determined at this time. He agreed to provide this information at the next meeting.

To the motion, **CARRIED UNANIMOUSLY.**

12. Request for Liquor License – Foundation Delta

The Director presented the report as E. Bond was not in the room.

It was moved by W. Hicks: That The Hamilton-Wentworth District School Board approve the request from Foundation Delta to acquire a liquor license for their planned 75th Anniversary celebration on May 26 and 27, 2000.

CARRIED UNANIMOUSLY.

13. Recommendation from the French Immersion Advisory Committee Meeting of September 28, 1999

On behalf of K. Croxall, the Director introduced the report, emphasizing that adequate time is required to look into this issue.

It was moved by R. Woodworth: That the recommendation from the French Immersion Advisory Committee "That The Hamilton-Wentworth District School Board investigate the feasibility of opening the new Waterdown Elementary School as a dual track French Immersion site" be referred to senior administration and to Accommodation Study Area #1 to be considered during the Instructional Facilities Review Process.

CARRIED UNANIMOUSLY.

13(a) Stop Light at Waterdown High School

R. Woodworth voiced his concerns with student safety at the crossing intersection near Waterdown High School.

It was moved by R. Woodworth: That administration discuss with the Region the issue of installing a stop light at the intersection at Waterdown School, at no cost to the Board, prior to the September 2000 school opening.

When A. Cupido advised the members of on-going discussion at the Region regarding a plan to redesign the traffic light in this area, the members agreed to await feedback from the Region prior to further discussion of this concern.

Agreeing that there was no need for a motion, R. Woodworth withdrew his motion and expressed hope that something will be done on this matter before the September 2000 school opening.

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

14. Public Questions for Clarification

Nil.

It was moved by R. Woodworth: That the In-camera Session of the Business Committee be convened.

CARRIED.

The open session then adjourned at 9:00 p.m.

rt

A C T I O N I T E M S

BUSINESS COMMITTEE
1999 11 18

#5

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer

Subject: Pepsi Proposal

Approved for distribution
by the Director.

Signature:

Date:

M. Matier
Oct 26/99

Recommended Action:

Moved by _____

1. That the June 17, 1999 Business Committee motion regarding the proposal received from Pepsi-Cola Canada Beverages be lifted from the table.
2. That the Board approve the proposal received from Pepsi-Cola Canada Beverages for a five-year contract regarding cold drinks vending machines as outlined on the "Overview of Proposal Received from Pepsi-Cola Canada Beverages" (Page 9-2 of the June 17, 1999 Report) and that this be incorporated as a separate document with the last two bullets under "Additional" deleted.
3. That the following conditions be imposed on the implementation of the cold drink vending machines contract:
 - ▶ That participation in the vending machines contract only be initiated after consultation with the School Council.
 - ▶ That the school Principal consult with the School Council regarding the use of revenues generated from the vending machines contract.
 - ▶ That the Principal ensure that student organizations are not disadvantaged by participation in the vending machines contract.

Rationale:

On June 24, 1999 the Board directed that the Pepsi proposal be tabled until such time that the issue is vetted through Home and School Councils. School Councils and Student Councils and information is brought back by the last Board meeting in October. Accordingly, a response sheet was developed and circulated in order to survey the level of support for the Cold Drink Vending Machines Proposal.

Attached are the following appendices:

- A Cold Drink Vending Machines Proposal: Survey Results
- B Other Correspondence
- C Relevant Minutes:
 - June 17, 1999 Business Committee
 - June 24, 1999 Board
- D Original report presented to the June 17, 1999 Business Committee

The Survey Results clearly indicate that there is over-whelming support for the proposal in secondary schools. From an elementary perspective responses were mixed, but tended to indicate non-support for the proposal.

The elementary response is difficult to interpret. In several instances it was difficult to determine whether a school was expressing non-support for the proposal or choosing for their school not to participate in the program. If these instances were extracted from the results more School Councils would be in favour of the proposal than opposed. Opinion appears to vary widely regarding the appropriateness of vending machines in elementary schools. In recognition of this disparity in opinion it is recommended that the contract be approved, but participation in the program be addressed on a school-by-school basis. Participation will only proceed subsequent to consultation with the School Council. This would allow schools interested in pursuing this opportunity to do so and provide assurance to school communities opposed to vending machines in schools that installation would not take place without their concurrence.

Information was also solicited in the survey regarding the use of revenues generated. Most comments received appeared to support the position that profits should remain with the school. In addition, it was clear that School Councils wanted a voice in the application of such profits. Consequently, it is recommended that school Principals consult with their School Council regarding the use of revenues generated from the vending machines contract.

Comments received from Student Councils indicated a concern regarding the potential impact of participation in the vending machines contract on their current sources of fund-raising. In order to address this issue, it is recommended that the Principal ensure that student organizations are not disadvantaged by participation in the vending machines contract.



DG/GdeJ
1999-10-25
attach.

The Hamilton-Wentworth District School Board

Cold Drink Vending Machines Proposal
Survey Results**Elementary:**

Responses were received representing 37 out of 115 schools.

Survey Results

Elementary		
	Support	Non-Support
School Council	15	16
Home & School Association	2	4
Student Council	1	1

Secondary:

Responses were received representing 15 out of 19 schools.

Survey Results

Secondary		
	Support	Non-Support
School Council	15	
Home & School Association	2	
Student Council	5	

Elementary Comments:

If support is indicated for the proposal, please provide comment regarding the use of any revenues generated, if any:

- ▶ School Council: books, equipment, learning resources.
- ▶ School Council: Part of general fundraising which supports technology, P.E. and musical instruments.
- ▶ School Council: Presently money is used to assist needy children, i.e. send a child to camp, allows children to participate in class trips, pizza day, etc.
- ▶ Home & School Association: Support students in need.
- ▶ School Council: Computer equipment, sports equipment, books, subsidize trips, etc.
- ▶ School Council: "Extras" - non-budget items. School-based decisions (goal-setting).
- ▶ School Council supported proposal providing it is voluntary.
- ▶ School Council: Support of school initiated programs.
- ▶ Student Council: Graduation, year-end trip, phys. Ed. Supplies, computers.
- ▶ School Council would like a say in the use of the money, i.e. school trips, graduation, festivities or library use.
- ▶ School Council: Parents prefer water, fruit juices, sport drinks.
- ▶ School Council: School fundraising (i.e. trips, activities students cannot afford), graduation, teacher needs.
- ▶ School Council: to be determined by school.
- ▶ School Council: presently not interested in a vending machine as we sell Pepsi products in our school store.

Secondary Comments:

If support is indicated for the proposal, please provide comment regarding the use of any revenues generated, if any:

- ▶ Ancaster ~ School Council wishes to be involved in the direction the revenues are allocated.
- ▶ Glendale ~ School & Student Councils: Revenues go to school.
- ▶ Highland ~ School Council: Profits should remain with the school. Board could monitor activity for future discussion.
- ▶ Hill Park ~ Student Council: The present GAC and BAC should be receiving money equal to what they have been receiving this year for at least one year after the program starts.
- ▶ Hill Park ~ Home and School Council: In-school committee decision.
- ▶ Orchard Park ~ School Council: For students.
- ▶ Parkview ~ School Council: Support student activities and percentage to be used for needy students.
- ▶ Sherwood ~ School and Student Councils: Curricular needs, extra-curricular needs, needy student support.
- ▶ Waterdown District ~ School and Student Councils: Revenues to be directed towards student activities - sports, leadership programs, various student clubs/organizations.
- ▶ Delta ~ School Council: to be used in the school not for Central Office or for Central Office initiatives. To be shared equitably in the student body.
- ▶ Mountain ~ Student focussed initiatives to support program and special needs of students.

The Hamilton-Wentworth District School Board

Response Sheet

Re: Cold Drink Vending Machines Proposal

Response Sheet prepared by:

- ☐ School Council
And/Or
☐ Home and School Council
And/Or
☐ Student Council

School:

Our Council(s) has discussed the cold drink vending proposal submitted by Pepsi. We understand that the Board has selected the Pepsi bid based upon the results of a competitive bidding process held earlier in 1999.

It is also understood that:

- our school may choose **not** to participate in the program
- should we decide to participate, our school will maintain control of product selection from the preferred vendors' product line. Products available include; Carbonated Drinks (i.e. Pepsi, 7up, Mountain Dew), Juices (i.e. Ocean Spray, Fruitworks, Tropicana), Isotonics and Water (i.e. All Sport and Aquafina)
- the proposal provides Board wide, exclusive rights to the preferred vendor for a period of 5 years
- revenues from the program will be submitted directly to the participating schools

Response:

1. ☐ Support the proposal
Or
☐ Do not support the proposal

2. If support is indicated for the proposal, please provide comment regarding the use of any revenues generated, if any:

Signed on behalf of the above Council(s):

Signature: _____

Date: _____

Position: _____

Please return Response Sheet to
Don Grant, Superintendent of Business, 5th Floor, Education Centre,
by Thursday, October 14, 1999.

The Hamilton-Wentworth District School Board

**Cold Drink Vending Machines Proposal
Other Correspondence**

1. Summary: Proposal was not supported but comment was provided on the survey forms.
2. Earl Kitchener Home and School Association
3. Ryerson Middle School
4. Westdale Secondary Combined Councils
5. Westdale Students for Political Action
6. Wentworth County Council of Home and School Associations
7. Hill Park Alumni Association

The Hamilton-Wentworth District School Board

Cold Drink Vending Machines Proposal

Summary: Proposal was not supported but comment provided on the survey forms.

Billy Green School Council:

Back to each individual school to areas directly relating to student activities.

Chedoke School Council:

Board to pursue further with more details of other proposals from Coke, etc. More information. "Scholarships"???

Hess St. School Council:

This process should have taken place in June. We are concerned about corporate sponsorship.

Rousseau School Council:

Not applicable to this school as School Council does not support vending machines in this school and did not debate the issue.

5-8

**Earl Kitchener Home & School Association
300 Dundurn St. S.
Hamilton, Ontario
L8P 4L3**

Don Grant
Superintendent of Business and Treasurer
Education Centre 5th floor



October 8, 1999

Dear Don,

Both the Home & School Association and the School Council at Earl Kitchener recently voted to reject the Pepsi proposal. The form has been returned as requested. However, the Home & School Association requested that I provide you with the rationale for our decision, even though there was no space on the response form.

The parents at our school (an elementary JK to 5 school) felt that vending machines are inappropriate at the elementary school level. It requires that children bring money to school at an age which is not necessarily appropriate, it brings commercialism into the school where children are at a very impressionable age and pop and juice 'drinks' are simply not nutritious. While we appreciate that pop would not have to be supplied, our concern is that it may be difficult to keep pop out of the school, once the machines are installed. While we also appreciate that we could opt out of the programme, it was felt that machines should not be in elementary schools **at all**.

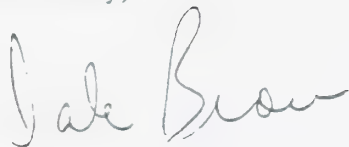
At the same time, however, it was suggested that the situation at the secondary level is a different matter. Vending machines are already in place, the children are older and thus the issues of handling money and brand name imprinting are less serious. According to the numbers provided by Pepsi, the secondary schools stand to benefit financially to a greater extent than the elementary schools (\$28,000 vs \$1500). The concept of standardizing vending machine contracts across the schools and having a more equitable sharing in revenue within the schools is a positive aspect of the proposal. Also, we think secondary school students are the most likely to benefit from the B'nai B'rith Organization scholarship programme.

Our question is this: why couldn't the proposal just be targeted at secondary schools. If my facts are correct, the Pepsi proposal that was before the Thames Valley School Board was only directed at the high schools (although this proposal has since been turned down by the Board in London). In our case, parents voted against the proposal because they don't want vending machines in elementary schools at all, but there was some support for them at the high school level.

We are submitting this proposal for your consideration.

5-9

Yours truly,

A handwritten signature in cursive script that reads "Dale Brown". The signature is written in dark ink on a light-colored background.

Dale Brown
President
Home & School Association

cc.

Michael Burjaw, Manager of Purchasing

Judith Bishop, Trustee, Wards 1 & 2

Ray Mulholland, Chair, Hamilton-Wentworth District School Board

5-10
RYERSON MIDDLE SCHOOL

SCHOOL COUNCIL and HOME & SCHOOL ASSOCIATION

September 20, 1999

Board of Trustees
Hamilton-Wentworth District School Board
Education Centre, 100 Main St. West
Hamilton, Ontario

Attention: Chairman Ray Mulholland and School Board Trustees

Dear School Board Trustee;

On September 15, 1999 the School Council and Home & School Association of Ryerson Middle School held discussions on the proposed contract between the Board of Education and Pepsico for exclusive beverage distribution rights within the public schools.

Both the School Council and the Home & School Association are opposed to the proposed contract as well as any other commercial undertaking that commercializes the public school system. The reasons for our opposition were many and varied and we would like to share with you some of the concerns and opinions expressed by our parents. In relating our concerns we would like to note that our issue is not with Pepsico. Pepsico is a good corporate citizen who provides excellent community support and resources. Our issue is with the commercial nature of the undertaking

- i. A public school system should not be promoting or endorsing one commercial product over another.
- ii. An exclusive product endorsement is often used as a marketing tool aimed at capturing a young and vulnerable age market. There should be no exclusive product endorsement in the public school setting.
- iii. Commercial sponsorships can undermine public education: if we accept Pepsico as a beverage provider why not Nike as a physical education supplier or Compaq as a computer supplier or Calvin Klien as a screen saver. Once we say yes to one it will be difficult to say no to others.
- iv. It is important that public education remains free and unbiased from commercial influences. While support from the commercial sector in terms of scholarships, bursaries and donations is always welcome, the commercialization of our schools is not.
- v. This is the slippery side of a dangerous precedent. A public education system should be funded by taxpayers and accountable to them. Commercial influences should be kept to a minimum.

5-11

Board of Trustees
Hamilton-Wentworth District School Board

Page 2

We believe that the opinions and views of our School Council and Home & School Association are held by many parents and educator, and we urge the School Board to consult with its constituents before any decision is made.

We ask that this letter be read into the School Board Minutes.

Yours sincerely,



Diana McClure, on behalf of
Ryerson Home & School Association
&
Ryerson School Council

cc: Judith Bishop, School Board Trustee
Ken Bell, Supt. of Education - City West

#6

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

Date: _____

Planning

TO: Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Accommodation and Planning

DATE: 1999 11 18

RE: Transportation Expenditure Forecast

Recommendations:

Moved by: _____

That the report on the transportation expenditure forecast be received for information.

BACKGROUND

During March, the 1999-2000 transportation budget was developed relying on current assessment of policies and service levels. At the time of budget approval, certain key information remained outstanding as indicated by the following quote from the 1999/2000 budget booklet, "the impact of the elementary teacher's collective agreement on bell times had not been determined. Changes to bell time will impact on routing efficiencies and the cost to provide service."

The Approved 1999/2000 transportation budget
Projected Transportation Expenditures
Projected Transportation Expenditure Surplus (Deficit)

\$11,041,417
\$11,581,417
\$ (540,000)

RATIONALE

The projected transportation deficit has been isolated into four areas (excluding taxes).

1. Bell Times - The recently negotiated elementary teacher collective agreement provided for 40 minutes of uninterrupted lunchtime beginning September 1999. In order for this to be accommodated, school organizations were reviewed by principals in June. As a result, adjustments to the schools start and ending times were established. The transportation department began a complete re-routing of vehicles and student schedules during the month of July in order to have new routes established for the 16,000 eligible students for September startup. The change in bell times resulted in previous co-ordination of service between schools to be interrupted. An additional 5 buses were added in order to meet the newly scheduled times of the system. The additional buses and increase in kilometers driven is projected to cost the Board \$326,000.

2. The transportation system is scheduled to provide service to elementary and secondary school students over a 190 day period. Since 70% of vehicles are linked between elementary and secondary schools, when elementary and secondary school calendars are out of synchronization, additional running days occur. The approved 1999-2000 school calendar resulted in three days whereby either the elementary or secondary students attended school on different days. Even though one panel is not in school the full compliment of vehicles are required to service the panel in school that day. The additional cost of the three day services is approximately \$100,000.
3. During the 1998/99 school year, former board transportation contracts were in effect. The harmonization of contracts over the 1999/00 school year resulted in an overall \$71,000 adjustment across approximately 350 vehicles.
4. The increase in special education students with related chaperones is projected to cost an additional \$30,000 over budget.

Recognizing that school bell times again will be impacted by collective agreement changes for September 2000, administration is requesting that bell times be finalized in the system by March 31, 2000. Following receipt of such information, timely transportation modeling can be conducted, adjustments made where appropriate and impact of such changes developed into the 2000/2001 budget.

In regards to school calendar impact on transportation, transportation costing information will be provided to the calendar committee when it begins meeting in the new year.

The projected transportation deficit of \$540,000 has been determined based on current service levels and policy limits. Administration is preparing strategies for presentation to Business Committee in December on ways to mitigate this deficit.

Attach.
DS/dtg
99/11/12

#7

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: _____

Date: _____

TO: Merv Matier, Director of Education and Secretary
FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning
DATE: 1999 11 18
RE: Planning Report

Recommended Action:

Moved by: _____

That the recommended actions contained within the Planning Report be adopted.

Recommended Action:

Moved by: _____

That the monthly Planning Report be discontinued and that the Superintendent of Business and Treasurer apprise the Board when significant planning related issues arise.

RATIONALE:

The attached Planning Report for November has been presented in a format consistent with previous reports. A full set of backup materials has been prepared supporting each planning issue and can be referenced in the trustee lounge. The recommended actions contained within the report are based on a detailed review of the circumstances and the respective impact on the Board.

As referenced in previous planning reports, the Board has the authority to object to municipal planning issues only where there is a basis within the Planning Act of Ontario. School Board concerns relating to overcrowding of schools or funding have no merit under the Act.

With changes in the Planning Act of Ontario, the school board's ability to challenge has been minimized and such actions cost prohibitive. Administrative steps have been taken by way of requesting conditions being placed on particular developments such as signage, although the Region is not compelled to accept these conditions.

Each year the board is in receipt of annual reports by municipality, which provide strategic information relating to land inventories, population growth and housing development. This data plays a key role in the planning process for the Hamilton-Wentworth District School Board.

In September, the Board was presented with the 1998-1999 Accommodation Report and subsidiary reports by each study area. This undertaking was to provide guidance and support to both the community at large and the Hamilton-Wentworth District School Board as a whole.

The Accommodation and Planning Department monitors and tracks all significant accommodation changes occurring within the Hamilton-Wentworth District School Board. Municipal planning issues are logged and responded to relating to zoning, new housing developments, official plan amendments, traffic and applicable bylaws, etc. All municipal input, upon receipt, is assessed on an ongoing basis against school board needs and requirements including playing an important role in identifying future impact on school board capacity. This information is now contained within the Accommodation Report ie:

- * Land Use Categories by Municipality
- * Population projections
- * Neighbourhood Analysis
- * 15 year Projection of New Dwelling Units by Municipality (1999-2013)
- * Distribution of Net Units 1999-2013
- * Residential Building Permits

With a planning tracking system in place and knowing land inventories and the stages of residential development, it is recommended that the monthly Planning Report to Business Committee be discontinued. In regards to daily and routine planning issues, administration would respond appropriately to the Region and Municipalities and only present the Board with issues that are identified as extraordinary.

It is anticipated that the Accommodation Report will provide strategic guidance to the Hamilton-Wentworth District School Board. With this report updated on an annual basis all operational planning issues will be assessed against the details of the annual Accommodation Report.

DS/dtg
99/11/11
attach.

1. Items that will have a significant impact on school enrolment or Board property.

1.1 25CDM-99013 Juliana Court, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Students attending Burkholder Drive would be transported.

Neighbourhood: Butler

Notes: 20 townhouse complex (condominium)

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
HELEN DETWILER	20	10	101.8
BURKHOLDER DRIVE	20	4	135.1
BARTON	20	4	100.3

1.2 25T-99007 Dallia Estates, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Students attending Ridgemount would be transported. Students have a choice of attending Hill Park or Westmount for secondary education.

Neighbourhood: Jerome

Notes: 12 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
CARDINAL HEIGHTS	12	2	144.6
RIDGEMOUNT	12	3	103.7
HILL PARK	12	2	98.4
WESTMOUNT	12	2	89.4

1.3 25T-99008 Chappel East Estates, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Students attending Franklin Road and Burkholder Drive schools would be transported.

Neighbourhood: Chappel East

Notes: 45 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
FRANKLIN ROAD	45	12	65.3
BURKHOLDER DRIVE	45	6	135.1
BARTON	45	6	100.3

1.4 25CDM-99009 Green Gables Condominium, City of Stoney Creek

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Both Eastdale and Orchard Park are within walking distance.

Neighbourhood: SC: Map 6

Notes: 57 townhouse condominiums with park

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
EASTDALE	57	40	97.1
ORCHARD PARK	57	13	95.3

1. Items that will have a significant impact on school enrolment or Board property (cont'd)

1.5 25T-88027 Park Vista, Town of Dundas

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: All schools are within walking distance.

Notes: To allow 5 additional houses within the draft approved Park Vista Plan - 5 semis to replace 5 single lots.

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
YORKVIEW	10	3	108.1
DUNDAS DISTRICT	10	1	93.9
PARKSIDE	10	2	107

1.6 25T-82011 Webster Estates, Town of Dundas

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: All schools are within walking distance

Notes: 8 semi-detached homes (16 units)

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
GREENSVILLE	16	4	79.2
SPENCER VALLEY	16	3	97.4
PARKSIDE	16	3	107

1.7 25T-99006 Sherman Meadows, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix A.

Staff Notes: Students attending Lawfield would be transported

Notes: 18 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LINCOLN M. ALEXANDER	18	4	82.1
LAWFIELD	18	3	111.7
BARTON	18	3	100.3

2. Items that may have an impact on school enrolment or Board property.

Recommended Action: That the following items be received for information.

2.1 ZAC-99-05 Rexford Drive, City of Hamilton

Staff Notes: Just a zoning change now, will have impact in 1-3 years

Neighbourhood: Randall

Notes: Zoning change from "AA" (Agricultural) to "R-4" (Small Lot single Family Detached) to permit nine small lot single family dwellings on the subject lands.

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LINCOLN M. ALEXANDER	9	3	82.1
LAWFIELD	9	1	111.7
BARTON	9	1	100.3

2.2 By-Law 99-139, City of Hamilton

Staff Notes: Students attending Lincoln Alexander and Lawfield would be transported.

Neighbourhood: Eleanor

Notes: 2 lots for 6 single family houses for future development

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LINCOLN M. ALEXANDER	6	1	82.1
LAWFIELD	6	1	111.7
BARTON	6	1	100.3

2. Items that may have an impact on school enrolment or Board property.

Recommended Action: That the following items be received for information.

2.3 ZAR-99-16, City of Hamilton

Neighbourhood: Yeoville

Notes: To permit the development of three single family dwellings

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
WESTWOOD	3	0	86.9
WESTVIEW	3	0	122.5
WESTMOUNT	3	0	89.4

2.4 25T-88031 Sandrina Gardens - Phase 4, City of Hamilton

Recommended Action:

Staff Notes: Draft plan circulated with two very large blocks for development. Students attending Vern Ames and Highview would be transported.

Neighbourhood: Broughton West

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
VERN AMES	n/a		88.2
HIGHVIEW	n/a		82.4
BARTON	n/a		100.3

3. Items that should not have an impact on school enrolment or Board property.

Recommended Action: That the following items be received for information.

3.1 25CDM-99012 20 Place - Phase 7, Township of Glanbrook

Staff Notes: 48 condominium townhouses with commercial and club house. Premier adult community

3.2 25CDM-99008 Old Village Gate, Town of Flamborough

Recommended Action:

Staff Notes: 62 apartment condominiums / 16 townhouse condo units / 16 semi-detached condominiums

-- adult community proposal

3.3 25CDM-99011 Maple Keys Estates, Town of Flamborough

Recommended Action:

Staff Notes: 30 condominium townhomes -- adult condominium proposal

4. Other

Recommended Action: That the following items be received for information

a) 1999 Mid-Year Housing Monitoring Report,

Recommended Action: That the 1999 Mid-Year Housing Report be received for information

Staff Notes: Receipt of the 1999 Mid-year housing monitoring report from the City of Stoney Creek

b) Town of Dundas Official Plan, Town of Dundas

Recommended Action: That the Town of Dundas Official Plan be received for information

Staff Notes: Receipt of the Town of Dundas Official Plan

c) 25T-98009 Shadyglen, City of Stoney Creek

Neighbourhood: SC Map 15

Notes: The Regional Municipality of Hamilton-Wentworth has included those conditions of approval as requested by the Board. Receipt of the conditions of approval requested by the Board as listed by the Regional Municipality of Hamilton-Wentworth.

- d) The City of Hamilton's King Street West Community Improvement Plan
Recommended Action: That the City of Hamilton's King Street West Community Improvement Plan be received for information
 Staff Notes: Receipt of the City of Hamilton's King Street West Community Improvement Plan
- e) Proposed Amendment to the Downtown Hamilton Community Improvement Plan - A Tax Incentive Program for Designated Heritage Building

4. Other - Items previously submitted to Board. These draft plans are now registered.
Recommended Action: That the following items be received for information

4.1 25T-95020 Bow Valley Estates, City of Hamilton

Neighbourhood: Riverdale East

Notes: 32 townhouse units

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LAKE AVENUE	32	22	128.8
GLENDALE	32	7	93.8

4.2 25T-97007 Brigadoon Park, City of Hamilton

Staff Notes: Students have a choice of attending R. A. Riddell or Westview for middle school.

Neighbourhood: Gourley

Notes: 12 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
JAMES MACDONALD	6	3	62.9
R. A. RIDDELL	6	2	99.4
WESTVIEW	6	2	122.5
WESTMOUNT	6	2	89.4

4.3 25T-98004 Van Every Gardens - Phase 2, Town of Dundas

Staff Notes: Students attending Greensville would get transported up to Grade 1. Students attending Spencer Valley and Parkside would be transported.

Notes: 20 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
GREENSVILLE	20	5	79.2
SPENCER VALLEY	20	3	97.4
PARKSIDE	20	3	107

4.4 25T-89029 Falconstone Estates, City of Hamilton

Staff Notes: Students attending Pauline Johnson would be transported.

Neighbourhood: Crerar

Notes: 34 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
PAULINE JOHNSON	34	9	98.3
CARDINAL HEIGHTS	34	5	144.6
HILL PARK	34	5	98.4

4. Other - Items previously submitted to Board. These draft plans are now registered

Recommended Action: That the following items be received for information

4.5 25T-97004 Wellington Meadows, City of Hamilton

Staff Notes: Students attending Ridgemount would be transported. Students have a choice of Westmount or Hill Park for secondary education.

Neighbourhood: Jerome

Notes: 25 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
CARDINAL HEIGHTS	25	4	144.6
RIDGEMOUNT	25	6	103.7
HILL PARK	25	4	98.4
WESTMOUNT	25	4	89.4

4.6 25CDM-99005 Parktown Condominiums, City of Hamilton

Staff Notes: Students attending Burkholder Drive would be transported.

Neighbourhood: Butler

Notes: 54 townhouse condominiums

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
HELEN DETWILER	54	25	101.8
BURKHOLDER DRIVE	54	12	135.1
BARTON	54	12	100.3

4.7 25T-94004 Tiffany - Phase 3, City of Hamilton

Staff Notes: All students within walking distance.

Neighbourhood: Mountview

Notes: 72 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
MOUNTVIEW	72	20	87.9
CHEDOKE	72	10	91.7
SIR ALLAN MACNAB	72	10	72.3

4.8 25T-88037 The Gardens of Rymal - Phase 5, City of Hamilton

Staff Notes: Students attending Ryckman's and Burkholder Drive would be transported.

Neighbourhood: Chappel West

Notes: 40 single family

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
RYCKMAN'S CORNERS	40	10	90
BURKHOLDER DRIVE	40	6	135.1
HILL PARK	40	6	98.4

4.9 25T-95011 Gourley Estates - Stage 2 - Phase 1, City of Hamilton

Staff Notes: Students have a choice of attending R. A. Riddell or Westview for middle school. Students attending Westview would be transported.

Neighbourhood: Gourley

Notes: 7 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
JAMES MACDONALD	7	2	62.9
R. A. RIDDELL	7	1	99.4
WESTVIEW	7	1	122.5
WESTMOUNT	7	1	89.4

4. Other - Items previously submitted to Board. These draft plans are now registered
Recommended Action: That the following items be received for information

4.10 25T-90007 Dalma Gardens, City of Stoney Creek

Staff Notes: Both schools are within walking distance.

Neighbourhood: SC: Map 15

Notes: 16 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
MOUNT ALBION	16	7	153.4
SALTFLEET	16	2	120.7

4.11 25T-97012 Wellington Estates, City of Hamilton

Staff Notes: Students attending Cardinal Heights would be transported. Students have a choice of Hill Park of Westmount for secondary education.

Neighbourhood: Allison

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
RYCKMAN'S CORNERS	24	7	90
CARDINAL HEIGHTS	24	3	144.6
WESTMOUNT	24	3	89.4
HILL PARK	24	3	98.4

4.12 25T-87002 Eaglewood Estates - Phase 2, City of Hamilton

Staff Notes: Students attending Lawfield would be transported.

Neighbourhood: Eleanor

Notes: 8 single family homes to be built now, 3 more to be zoned as part of ZAR-99-33

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LINCOLN M. ALEXANDER	8	2	82.1
LAWFIELD	8	1	111.7
BARTON	8	1	100.3

4.13 25T-96003 Kopperfields West, Township of Glanbrook

Staff Notes: Students attending both Mount Hope and Ancaster High are transported.

Notes: 48 Single Family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
MOUNT HOPE	48	33	80.7
ANCASTER HIGH	48	11	100.4

4.14 25T-87042 Jerseyville Place, Town of Ancaster

Staff Notes: All schools are within walking distance.

Neighbourhood: Old Mill

Notes: 5 single family homes

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
C. H. BRAY	5	1	132.3
ANCASTER SENIOR	5	1	136.5
ANCASTER HIGH	5	1	100.4

4. Other - Items previously submitted to Board. These draft plans are now registered
Recommended Action: That the following items be received for information

4.15 25T-87029 Winona Shore Estates, City of Stoney Creek

Staff Notes: Students attending both Winona elementary and Orchard Park would be transported.

Neighbourhood: SC: Map 4

Notes: 8 single family units

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
WINONA PUBLIC	8	3	133.2
ORCHARD PARK	8	1	95.3

4.16 25T-83004(R) Wisemount Estates - Phase 10, City of Hamilton

Staff Notes: Students attending Hampton Heights would be transported.

Neighbourhood: Lisgar

Notes: 20 Townhouse units

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LISGAR	20	10	56.8
HAMPTON HEIGHTS	20	4	91.5
SHERWOOD	20	4	88.5

4.17 25T-89-002 Annabelle Place, City of Hamilton

Staff Notes: All schools are within walking distance.

Neighbourhood: Gourley

Notes: 8 Single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
JAMES MACDONALD	8	2	62.9
WESTVIEW	8	1	122.5
WESTMOUNT	8	1	89.4

4.18 25T-88013 Liuna Estates, City of Stoney Creek

Staff Notes: Students must cross the QEW. Students attending Orchard Park would be transported.

Neighbourhood: SC: Map 4

Notes: 16 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
WINONA	16	7	133.2
ORCHARD PARK	16	2	95.3

4.19 25T-96001B Olmsted Park - Phase 2, City of Hamilton

Staff Notes: Students can attend either Hill Park or Westmount for secondary education. Students attending Cardinal Heights would be transported.

Notes: 5 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
RYCKMAN'S CORNERS	5	1	90
CARDINAL HEIGHTS	5	1	144.6
HILL PARK	5	1	98.4
WESTMOUNT	5	1	89.4

4. Other - Items previously submitted to Board. These draft plans are now registered
Recommended Action: That the following items be received for information

4.20 25T-87037 Paradise Gate Estates, City of Hamilton

Staff Notes: Students up to and including Grade 5 would be transported.

Notes: 18 single family lots

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
R. A. RIDDELL	18	7	99.4
SIR ALLAN MACNAB	18	3	72.3

Recommended Action: That the following items be received for information

TOWN OF ANCASTER

- ZB-99-06 - 63 Sulphur Springs Road - to create a specific policy area in order to permit a townhouse project in an area that is primarily surrounded by single detached housing units, contrary to the infill provisions in Subsection 4.4 of the Official Plan. Official Plan Amendment No. 76 affects lands referred to as Part of Lot 44, Concession 2, being situated on the north side of Sulphur Springs Road, west of Queen Street, and known municipally as 63 Sulphur Springs Road.
- ZB-99-13 - 153 Carluke Road East - to amend Agricultural "A" zone to consider the approval of a temporary use by-law to allow a modular home for use by a full-time farm hand.
- ZB-99-14 - 253 Golf Links Road - to rezone the property from the Deferred Development "D" zone to the Residential "R1-modified" zone to permit the demolition of the existing dwelling and construction of one single detached dwelling only on the subject lands
- Application for minor variance - 375 Wilson Street East - to have a rear yard setback of 6.6 m where the Town's Zoning By-law as amended requires a rear yard setback of 6.7 m and, to permit the two required parking spaces per unit to be located outside where the Town's Zoning By-law requires at least one of the two required parking spaces (excluding visitor parking) to be within an enclosed building or located underground.
- Adoption of By-law 99-93 which amends By-law 99-85 being a By-law to levy taxes for the year 1999, specifically with respect to a change in billing dates.
- Adoption of By-law 99-104 to rezone the lands located at 1264 Mohawk Road from the Agricultural "A" Zone to the Residential Multiple "RM-443" to permit the construction of a retirement village and accessory amenities including, but not limited to dining, recreational and administrative uses.
- Adoption of By-law 99-105 - 591 Trinity Road - to rezone the lands from the Industrial "M1" Zone to the Industrial "M1-182" zone so as to specifically allow an animal hospital as a permitted use on the site. The animal hospital is geared towards the care of large animals.
- Proposed Interim control by-law regarding vacant school sites in the Town of Ancaster. Council adopt a by-law to authorize staff to undertake a study of school sites in Institutional zones in accordance with the terms of reference set out in this report; and council adopt an interim control by-law affecting vacant school sites in institutional Zones that are located in the Meadowbrook West, Shaver and Meadowlands Neighbourhoods, in accordance with the provisions of Section 378 of the Planning Act.

7-10

Recommended Action: That the following items be received for informationTOWN OF DUNDAS

- Report 99-06 - listing of Building Permits and Demolition Permits issued for the month of June, 1999.
- Report 99-08 - listing of Building Permits and Demolition Permits issued for the month of August, 1999.
- Report 99-09 - listing of Building Permits and Demolition Permits issued for the month of September, 1999.
- Report 99-10 - listing of Building Permits and Demolition Permits issued for the month of October, 1999.
- Report 99-74 - "Extension of Municipal Zoning to Lands Now Subject to Niagara Escarpment Commission Development Control Regulations" be received and endorsed.
- notice of public hearing - by-law 3581-86 - 101 Creighton Road - abatement of certain provisions - increasing the number of residents from 15 to 21, permitting a front yard setback of 3.6 m where 7.5m is required, permitting a side yard of 2.2 m where 4.5 m is required, permit the required parking to be located on an adjacent property where it presently exists.
- notice of five public meetings in regards to Sign Removal Policy, Zoning Bylaw Amendment on parking surfaces, Zoning Bylaw Amendment on rationalizing fence heights, Zoning Bylaw Amendment for 10 lots for semi detached houses at Delsey Street, Zoning Bylaw Amendment for a detached house on a 4 acre lot at 7211 York Road.
- notice of public meeting to recognize the lot areas and frontages for four semi-detached houses currently under construction 5, 7 & 9 Brock Street.
- passing of By-law 4498-99 - change in parking standard from one space per 45 square metres to one space per 140 metres allows El Met Parts to expand on site while having the additional parking needed to be on the road allowance.
- Report 99-47 - the purpose of this staff report is to provide committee with a summary of the planning history of this property and to advise on the current zoning applying to the site - Paltarokas Property - Lot 27, Concession 2 former Township of West Flamborough

Recommended Action: That the following items be received for informationTOWN OF FLAMBOROUGH

- By-Law 99-103-Z to change zoning from Settlement Residential "R2" and Flood plain Management Area "(F)R2" to Institutional - Site Specific "I-7(H) - Part of Lot 18, Concession 5, Formerly in the Township of West Flamborough, now in the Town of Flamborough - this zoning change will permit the use of the land for a day nursery in addition to one dwelling unit.
- File F-35-99 to amend zoning by-law 90-145-Z to rezone a parcel of land to permit the severance of a lot with an existing dwelling from the existing golf course property. The existing golf course will be rezoned to a site specific Recreation Open Space zone to prohibit the construction of a single detached dwelling.
- File D-14-SC to amend zoning by-law 90-145-Z to rezone Part of Lot 10, Concession 3, of the former Township of East Flamborough, now in the Town of Flamborough to permit the construction of one new house on a lot to be severed at the north-west corner of Dundas Street East and Riley Street, in Waterdown. This will also permit the retention of the existing.
- OMB appeal by Environs Landscaping Contracting Limited, as amended, from Council's refusal or neglect to enact a proposed amendment to the Official Plan for the Town of Flamborough to redesignate land on the south side of the 8th Concession Road East, east of Centre Road composed of Part of Lots 5 & 6, Concession 7 from Agriculture to Open Space and Recreation to permit a golf course.
- OMB Decision and Order issued on July 27, 1999 dismissing the appeal of Millstone Developments Inc., Regional Official Plan Amendment File No. ROPA98-03, Application for Draft Plan Approval File No 25T-98011.
- By-law 99-72-2 to rezone those lands being Part of Lots 10, Concession 9 formerly in the Township of East Flamborough, now in the Town of Flamborough, from Recreation Open Space "o3" to Site Specific Agriculture

"A-65"

- File D-14-NE to rezone Part of Lot 19, Concession 3, of the former Township of West Flamborough, now in the Town of Flamborough, to permit the placement of a temporary mobile retirement dwelling for a period of ten years, with restrictions on the size of the dwelling, and placement of the dwelling on the lot. The existing Agriculture A uses continue to be permitted on the property.
- File D-14-RO to rezone Part of Lot 13, Concession 3, of the former Township of East Flamborough, now in the Town of Flamborough from Prestige Industrial M-1 and Site Specific Prestige Industrial M1-1 to Site Specific Prestige Industrial (Holding) M1-5(H). The new zoning will permit the development of the site for "big Box" specialty stores.
- Master Transportation Study and EW Perimeter Road Meeting Notice

Recommended Action: That the following items be received for information

GLANBROOK

- Amendment to Zoning By-law 464 to establish the required zoning to assist in providing for the creation of two (2) new residential lots fronting Woodburn Road.
- Notice that the Township of Glanbrook has prepared a proposed Official Plan Amendment and Secondary Plan pertaining to the existing Urban Settlement area known as Binbrook Village
- Application G-10-99 to permit the conveyance of a parcel of land measuring 72' x 208.89' to be added to an adjoining lot for residential purposes, and to retain a parcel of land having an area of approximately 189.34 acres containing an existing dwelling and barns for agricultural purposes - Part of Lot 1, Block 4, Concession 3, formerly in the Township of Binbrook, now in the Township of Glanbrook.
- Monthly Report for July 1999 for building and demolitions
- Monthly Report for August 1999 for building and demolitions
- Monthly Report for October 1999 for building and demolitions

Recommended Action: That the following items be received for information

HAMILTON

- 25CDM-99014 - Condominium Conversion - 23 MacCaulay St West
- 25CDM-99007 - Condominium Conversion - 15 Nicklaus Drive
- 25CDM-99006 - Condominium Conversion - 15 Albright Road
- Passed By-law 99-136 - to provide a modification to the established "D" Urban Protected Residential for the property located at 54 and 56 Alanson Street
- Passed By-law 99-150 - to change zoning from "AA" Agricultural to "R-4" Small Lot Single Family for lands located at rear of 1476 Upper Gage Avenue, to permit future development for three small lot dwellings
- ZAC - 99-20 - change zoning from "C" Urban Protected Residential to "HH" Restricted Community Shopping and Commercial to permit a hairdressing school.
- ZAC - 99-19 - further modification to established "DE-3" - "H" (Multiple Dwellings-Holding) to permit the use of the subject lands for a nursing home
- Adopted Official Plan 163 - amendment of by-law 99-116 to provide for changes in zoning for lands located at 39-41 Devonport Street from "L-mr-2" Planned Development - Multiple Residential to "G-3" Public Parking Lots
- CI 96-I - Amendment to Zoning By-law 6593 to eliminate the parking and loading requirements for residential uses, except for residential care facilities and short term care facilities, in the downtown area on a temporary basis.

- CI 98-D - Amendment to Zoning By-law 6593 for lands on Beach Blvd. to increase the side yard setback to 1.7 m for all new development and to prohibit any structure or building, except fences, within the last 15% of the rear yard
- CI -99-B text amendment to By-law 6593 respecting lands in the Downtown Area. The purpose of the amendment is to delete "surface" parking lots as a permitted use in the Downtown Area and to delete "surface" parking lots and parking "structures" as permitted uses in all "CR" Commercial - Residential Districts throughout the City.
- CI-99-C for an Official Plan Amendment to establish a "Special Policy Area" for lands located at 505 to 537 Queenston Road. The effect of the proposed modifications in zoning is to legalize the following uses: a denture clinic on the ground floor of the existing building located at 509 Queenston Road and a medical office on the ground floor of the existing building at 531 Queenston Road
- Passed By-law 99-103 - for a modification to the established "Rr-4" Small Lot Single Family, for lands located on the south side of Loconder Drive between Upper Gage Avenue and Queen Victoria Drive to permit the development of one (1) single family dwelling
- Passed By-law 99-106 respecting 199 Stone Church Road West to change zoning from "AA" Agricultural to "C" Urban Protected.
- Passed By-law 99-114 to provide for a change in zoning from "G" Neighbourhood Shopping Centre to "DE-3" Multiple Dwellings for lands located at 1221 Limeridge Road East to permit the development of a Community and Residential Care Access Centre.
- ZAC - 99-30 for modifications in zoning of the "E-2" High Density Multiple Dwellings for lands located at to permit a patio bar and restaurant at 30 Hess Street South and extension of the existing patio and building additions at 24 Hess Street South
- Passed By-law 99-156 for a change in zoning from "AA" Agricultural to "C" Urban Protected Residential for lands located at 1423 and 1431 Upper Wellington Street to permit the development of a single family dwelling
- ZAR - 99-24 for a modification to the "G-3" Public parking Lots located at 1200 Upper James Street to permit two (2) service bays and a car wash
- B-99:79 - the Conveyance of a vacant irregular shaped parcel of land having a frontage of 23.75 m, and lot area of 1,800.791 sq. m. for commercial purposes, and to retain the balance of the holding having a frontage on Cannon Street East of 104.29 m, and lot area of 3,754.44 sq. m. for commercial purposes - 126-128 Sanford Avenue North and 503-511 Cannon Street East
- Passed By-law 99-153 to remove the "H" Holding symbol and provide for a further modification to the "DE-3" Multiple Dwellings to permit a nursing home on lands located on the south side of Chedmac Drive.

Recommended Action: That the following items be received for information

STONEY CREEK

- Amended By-law 3692-92 "Definitions" by repealing the definition of Home Occupations.
- File No. CA.01.REO - Letter on Municipal Restructuring for the City of Stoney Creek.
- File No. 075-1591 - Letter from City of Stoney Creek approving draft plan of subdivision - Fifty Point Joint Venture - Development East Side of Fifty Road
- Notice of Stony Creek Open Space & natural Environment System (SCONES) Open House.
- Amend By-law 5003-99 to change zoning from Agricultural "A" and Rural Residential "RR" to Rural Commercial "RC" those lands located within Lot 24, Concession 6, municipally known as 274 Upper Centennial parkway

APPENDIX A

That a letter be sent to the Municipality and the approving authority expressing the significant impact that student yields from the Draft Plan will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the Municipality proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval:

1. The developer at their expense, place adequate signage, based on Board specifications, be erected on site, advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
2. The sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
3. Any rental or lease agreement required for occupancy include in all agreements to renters or leasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.

The Region of Hamilton-Wentworth and the Municipality would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.

#8

MEMO

Approved for distribution
by the Director.

Signature: _____

W. Matier

Date: _____

Nov 12 / 99

Date: October 26, 1999

To: Merv Matier, Director of Education

From: Dr. Elizabeth Bond, Superintendent of Education, Secondary East

Re: GLENDALE REQUEST

RECOMMENDATION:

Moved by _____, seconded by _____

That The Hamilton-Wentworth District School Board approved the request from Glendale Secondary School to acquire a liquor license for their planned 40th Anniversary celebration on May 12 and 13, 2000. (tentative dates)

RATIONALE:

Attached is the letter of request from Mr. Rob McGall, Principal, Glendale Secondary School.

FOR YOUR INFORMATION:

A recent request from Delta Secondary School was approved at Business Committee on October 21, 1999.

Elizabeth Bond

EB/jc

Superintendent of Education
Secondary East

8-1

OCT 19 1999

GLENDALE SECONDARY SCHOOL

October 12, 1999

OFFICE OF THE PRINCIPAL

145 Rainbow Drive
Hamilton, Ontario
L8K 4G1

Telephone: (905) 560-7343
FAX: (905) 578-5538

Dr. E. Bond
Superintendent of Schools
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Dr. Bond:

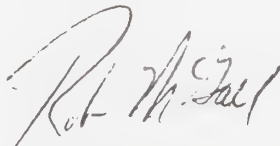
**Re: Request for motion to Board to support Glendale's 40th
Anniversary/Reunion**

I would like to request on behalf of the Glendale 40th Anniversary Planning Committee that you take forward a motion to the Board requesting support for our anniversary/reunion celebration. The tentative dates for this event are May 12/13, 2000. A draft program is attached and we would like you to include in your request to Board support for the application of a liquor licence.

Glendale is a unique community and we have had many requests from alumni to recognize the schools 40th anniversary. Staff, students and alumni are working together to develop a program that will bring together the members of our community. A key school focus is exposing our current students to the successful graduates of the past to help build self-esteem.

Thank you for bringing our request forward.

Sincerely,



Rob McGall
Principal

RM/jr
Encl. (1)

**GLENDALE'S 40TH ANNIVERSARY/REUNION
FRIDAY, MAY 12th and SATURDAY, MAY 13**

REVISED 99.10.06

DRAFT

FRIDAY, MAY 12/00

- 10:30 - 11:30 a.m.
- assembly with CFL players, etc.
 - hosted by Jamie West
 - media
 - alumni parade
 - musical guests
- 11:30 - 1:30 p.m.
- student BBQ in tent with guests (rain or shine)
 - meet & greet - an opportunity for autographs?
 - Music D.J./Live Music
- 1:30 - 4:30 p.m.
- outdoor games - students - rent hoops, etc. for 3 on 3, etc.
 - set up open house, decade rooms
- 6:00 - 11:00 p.m.
- registration desk
 - open house (decade rooms)
 - concert in auditorium
 - exhibition games in gym
 - open house BBQ run by School Council Members, food provided for all
 - music provided by a D.J.
 - cash bar in caf/access to tent
 - apply to Board for permission/licence
 - police security on site
- 6:00 - 9:00 p.m.

SATURDAY, MAY 13/00

- 10:00 a.m. -
- pancake breakfast (10-11:30 a.m.)
- 12:00 midnight
- open house and decade rooms continue
 - travelling troubadours
 - food for purchase - Harvey's (12 - 7 p.m.)
 - piped music in tent
- 11:00 - 6:00 p.m.
- exhibition games continue (volleyball, football, basketball, etc.)
- 6:00 - 12:00 midnight
- wine & cheese (caf/tent)
 - apply to Board for permission/licence
 - police security on site
 - band - Bill Holinaty Quartet (7-9)
 - Ray Lyell & the Storm (9-11)

8-2

#9

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: M. Matier

Date: Nov 12/99

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: New Elementary School in Flamborough

Recommended Action:

Moved by: _____

That the Board approve the project budget for the new elementary school in Flamborough as outlined in Appendix A dated November 12, 1999.

Rationale:

On June 24, 1999 and September 30, 1999 respectively, the Board approved the following resolutions:

That the Board approve the construction of a new elementary school on the Parkside Drive site in Waterdown at a total project cost not to exceed \$7,500,000. to be funded from the Proceeds of Dispositions Reserve Fund.

That the Board approve the contract with Melloul-Blamey Construction Inc. as the general contractor for the construction of a new elementary school on the Parkside Drive site in Flamborough at a cost of \$6,193,000.

Accordingly, the Building Committee has undertaken the following major activities regarding the construction of the new school in Flamborough:

- ▶ Contract with Melloul-Blamey has been executed. Site preparation and excavation has been initiated.
- ▶ Ground Breaking ceremony was organized and held on November 3, 1999.
- ▶ Principal Transfer Opportunity notice has been distributed in order to begin the process of selecting the principal for the new school. The Building Committee and Executive Council support the assignment and release from other responsibilities of the new principal effective in January 2000 in order to address the following new school project management issues:
 - act as a resource in construction site meetings
 - participate in Study Area One Facilities Review meetings
 - be the contact person for all central office departments throughout the project
 - chair the Name Search Committee
 - participate in the selection of staff

- manage the purchasing of all furniture, equipment and learning resources
- communicate with prospective families on matters of community concern
- manage any other activities related to the opening of the school

This cost has been built into the project budget outlined in Appendix A.

- ▶ Reviewed the estimated costs associated with the construction and equipping of the new school and recommends that the project budget be approved as outlined in Appendix A.
- ▶ Reviewed correspondence from the Region regarding improvements on Parkside Drive.
- ▶ Reviewed the attached (Appendix B) project schedule prepared by Maurice Graff, Architect regarding the construction of the new school. The planned opening date for the new school is the first school day in September, 2000.

Thanks
Sh

DG/GdeJ
1999-11-12

attach.

The Hamilton-Wentworth District School Board

**New Elementary School in Flamborough
Project Budget**

General Contract	\$6,335,000
Contingency	190,000
Architect Fees	482,000
Furniture, Equipment and Resource Materials	300,000
Project School Management	55,000
Municipal Fees	88,000
Surveying, Soil Tests, Tender Advertisement, Legal, etc.	<u>50,000</u>
	<u>\$7,500,000</u>

All costs listed above are net of GST rebates.

Task Name	Duration	Start	End
1 Site Setup	5d	2023-09-01	2023-09-05
2 Excavation	10d	2023-09-05	2023-09-15
3 Site Services	10d	2023-09-15	2023-10-05
4 Concrete Foundations	20d	2023-09-15	2023-10-05
5 Building w. G.	10d	2023-09-20	2023-10-05
6 Masonry Foundation	10d	2023-09-20	2023-10-05
7 Masonry-1st Floor	20d	2023-10-05	2023-10-25
8 Suspended Slab	10d	2023-10-25	2023-11-05
9 Precast	10d	2023-11-05	2023-11-15
10 Mech/Elec-1st Floor	20d	2023-11-15	2023-12-05
11 Masonry-Second Floor	20d	2023-11-15	2023-12-05
12 Structural Steel	10d	2023-12-05	2023-12-15
13 Steel Deck	10d	2023-12-15	2023-12-25
14 Roofing	10d	2023-12-25	2024-01-05
15 Mech/Elec-2nd Floor	20d	2024-01-05	2024-01-25
16 Pour Floors	10d	2024-01-25	2024-02-05
17 Masonry-interior walls	10d	2024-02-05	2024-02-15
18 Masonry-exterior	10d	2024-02-15	2024-03-05
19 Finishes-1st Floor	10d	2024-03-05	2024-03-15
20	10d	2024-03-15	2024-03-25
21	10d	2024-03-25	2024-04-05
22 Curbs and Sidewalks	10d	2024-04-05	2024-04-15
23 Paving	10d	2024-04-15	2024-04-25
24 Landscaping	10d	2024-04-25	2024-05-05
25	10d	2024-05-05	2024-05-15
26	10d	2024-05-15	2024-05-25
27	10d	2024-05-25	2024-06-05

Task  Milestone  Rolled Up Task  Rolled Up Progress 

Progress  Summary  Rolled Up Milestone 

#10

The Hamilton-Wentworth District School Board

Memo

Approved for distribution
by the Director.

Signature: M. Matier

Date: Nov 12/99

To: Merv Matier, Director of Education and Secretary
From: Don Grant, Superintendent of Business and Treasurer
Re: Confirmation of Corporate Entity

Recommended Action:

Moved by: _____

WHEREAS pursuant to the *Education Act* and *Regulations* thereto The Wentworth County Board of Education and The Board of Education for the City of Hamilton were merged as a district school board, effective January 1, 1998;

AND WHEREAS the name approved by the Education Improvement Commission for such new district school board is "THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD";

BE IT RESOLVED THAT:

the Superintendent of Business and Treasurer or his designate is hereby authorized to confirm to such federal and/or provincial ministries, agencies, or departments as request it; or such other persons, firms or corporations with whom or with which the Board carries on business or has contractual commitments as request it; that the Hamilton-Wentworth District School Board is a district school board created by the merger of the Board of Education for the City of Hamilton and The Wentworth county Board of Education and as a district school board is a corporation as provided in s.58.5 of the *Education Act*.

Rationale:

Periodically, individuals or organizations request confirmation of the Board's legal corporate entity. Ian Gordon, the Board's solicitor, was requested to draft a resolution that would address such occasions. The foregoing recommended action represents Ian's response to this request.

DG/GdeJ
1999-11-04



#11



The Hamilton-Wentworth District School Board
Office of the Director of Education & Secretary

DATE: November 10, 1999
TO: Trustees
FROM: Merv Matier, Director of Education
RE: **INCLEMENT WEATHER POLICY**

Recommended Action:

Moved by _____ that the draft Inclement Weather Policy be referred to the Joint Advisory Committee.

Background:

Both predecessor boards had policies and procedures for the Emergency Closing of Schools due to severe weather conditions, as permitted by the Education Act, Section 19. A committee with representation from parents, school administrators (elementary and secondary) and employee groups has developed an Inclement Weather Policy for consideration by The Hamilton-Wentworth District School Board. The committee reviewed existing policies/procedures from each of the former Boards as well as policies/procedures from the District Boards of Halton, Grand Erie, Waterloo and Niagara.

The recommended policy/procedure for The Hamilton-Wentworth District School Board is based on the following beliefs/assumptions:

- ✓ when transportation is cancelled, schools impacted are closed;
- ✓ schools are closed by municipality;
- ✓ when schools are closed, students and staff are excused from attendance;
- ✓ clear communication of the school closure procedures to parents is essential;
- ✓ the procedures need to be simple and easy to communicate;
- ✓ principals prepare contingency plans for early dismissal, school closure, transportation cancellation;
- ✓ staff absence by reason of severe weather conditions needs to be addressed;
- ✓ there is recognition that based on past experience, this policy will be implemented on very rare occasions.

Inclement Weather Policy Committee & Membership:

Ginnie Allan	School Council, Balaclava
Bob Apostol	School Council, Highland Secondary
Lyle Bentham	Principal, Balaclava
John Byers	President, O.S.S.T.F.
Jim Files	Vice-Principal, Spencer Valley / Greensville
Peter Greenberg	President, H.W.P.A.
Nancy Grills	School Council, Orchard Park Secondary
Larry Hardman	President, C.U.P.E.
Gary Hunter	PC-21 Representative
Nancy Katz	School Council, Dundas District
Merv Matier	Director of Education
Wilma McNeil	President, O.P.E.I.U.
Ana Misiti	President, O.S.S.T.F. – OCTU
Lisa Muir	School Council, Tapleystown
Klara Owen	Principal, R. L. Hyslop
Marg Schneider	Principal, Bennetto
Jim White	H.W.E.T.L. representative



INCLEMENT WEATHER POLICY

Date Approved: 00/00

Projected Review Date: 00/00

Policy Statement: The health and safety of all students and employees of the Hamilton-Wentworth District School Board is a high priority at all times. It is the policy of The Hamilton-Wentworth District School Board to close schools and/or cancel transportation due to severe weather conditions.

RESPONSIBILITY: Director of Education

OPERATING PROCEDURES:

Definition

Inclement weather refers to conditions such as ice, fog, rain, sleet, snow, extreme temperatures and/or wind which are considered serious enough to raise concerns regarding the safety of pupils travelling to and/or from school.

SCHOOL CLOSING

Prior to School Opening

Schools or classes shall be closed only by an announcement from the Director of Education or designate. A decision to close schools shall be made as close to 6:30 a.m. as possible. Communication with the media is through the Public Relations Officer. Schools and classes may be announced as closed by municipality (*see below*), because of severe weather conditions and the cancellation of buses. A school will be closed when transportation to that school is cancelled prior to school opening. Students and staff are excused from attendance from any Hamilton-Wentworth District School Board school designated as closed.

Municipalities:

Town of Ancaster

Town of Dundas

Town of Flamborough

Town of Dundas

City of Hamilton - Mountain

City of Hamilton - Lower City

City of Stoney Creek - Upper Stoney Creek

City of Stoney Creek - Lower Stoney Creek

After School Starts

Once schools are opened, every effort will be made to send students home at their normal dismissal times at noon or the end of the day. If there is extreme weather deterioration, a decision may be made to send students home early. After the start of school, the decision to close schools will come from the Director to the Superintendent. The Superintendent will communicate to the cluster by email, phone and fax. The principal will ensure the message is communicated to all staff in the school. The Principal, adequate staff and Custodian will remain

in the school to ensure the security of the building and until reasonably assured that all students have had an opportunity to arrive home safely.

Contingency Plans for School Closure and Cancellation of Transportation and Student Dismissal

It is the duty of the principal to prepare, in advance an emergency plan that will provide for the care and safety of the students and staff. The plan should include procedures for an emergency early dismissal/school closing caused by the weather or some other circumstance and procedures regarding any other issues that would need to be addressed, including a communication plan for parents.

In early fall, and as new students enrol, the principal shall inform parents, in writing, about bus cancellation/student dismissal /school closing contingency procedures. Regular information items about the contingency plan in the school newsletter during the winter months will help keep parents prepared for this situation. The following information will be communicated to parents: It is the parents' responsibility to decide whether or not it is safe for their child/ren to attend school. It is the responsibility of parents to arrange alternative accommodation for their child if the latter cannot go home during an unscheduled school closing. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, what the alternative arrangement would be. Parents are requested to provide the school with any changes throughout the school year.

The information will advise parents to listen to the following radio stations for last-minute emergency information:

STATION CALL LETTERS

KLITE FM
Y95
CHAM
CHML
CKPC
Oldies 1150

STATION NUMBERS

102.9 FM
95.3 FM
820 AM
900 AM
1380 AM
1150 AM

School Trips

If the school is closed, all school trips within the municipality are cancelled.

Staff Absence by Reason of Severe Weather Conditions

If schools and other Hamilton-Wentworth District School Board facilities are open, staff are expected to make reasonable efforts to reach their place of employment using safety and common sense as the guiding criteria. Hamilton-Wentworth District School Board facilities, other than schools, will be closed if the schools within the same municipality are closed. Staff are excused from attendance from any Hamilton-Wentworth District School Board facility designated as closed.

Relevant Legislation

Education Act. S.19.

#12

1999 11 16

To: The Business Committee

From: Ray Mulholland, Chair of the Board

Re: International Children's Games Millennium Festival, June, 2000

RECOMMENDED ACTION:

Moved by _____, That the request from Mayor of the City of Hamilton regarding the use of the Education Centre Parking Lot during the International Children's Games Millennium Festival in July, 2000 be referred to the officials to finalize the details.

RATIONALE

On behalf of the Cultural Festival Volunteer Committee, Mayor Robert Morrow has requested the use of the Education Centre parking lot on July 1, 2 and 3, 2000. This is the Canada Day long weekend and would have minimal impact on the regular working hours of the Board.

A copy of the letter of request is attached.

ROBERT M. MORROW
MAYOR



October 19, 1999

Hamilton-Wentworth District School Board
100 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1

**Attention: Mr. Ray Mulholland
Chairman of the Board**

Dear Mr. Mulholland:

Re: International Children's Game Millennium Festival – July 1- 7, 2000

In the year 2000, Hamilton will be host to the largest sporting and cultural event for youth anywhere in the world. Children from all around the world, ages 12 to 15 years, will converge on our city to celebrate what promises to be the premier millennium event to take place in Canada.

I would like to thank the Hamilton-Wentworth District School Board for its past support and assistance of the Games. A number of your staff has already offered to volunteer to make the Games successful.

One of the highlights of the Millennium Festival Games will be a three-day cultural festival involving a number of our ethnic and multicultural organizations. The dates of this event is July 1, 2, and 3, 2000. These three days take place on the Canada Day long weekend and therefore, would have little or no impact on regular working hours.

The purpose of this letter is that the Cultural Festival Volunteer Committee would like to request the use of your parking lot on the above-noted dates. The festival will conclude at approximately 5:00 p.m. on July 3 with clean up and tear down on that same evening.

The Games will assist in any way it can to facilitate any inconveniences or expenses attributed to the Board. If you have any questions regarding its use, please contact our Festival General Manager, Greg Maychak, at (905) 546-2000. I look forward to your response and I greatly appreciate your assistance towards this year 2000 celebration.

Sincerely,



Robert M. Morrow, Mayor

cc: Mr. Merv Matier, Director of Education



City Hall
71 Main Street West, Hamilton, Ontario, Canada L8P 4Y5
Telephone (905) 546-2790
Fax (905) 546-3165 TDD (905) 546-2448

ADDITIONAL INFORMATION FOR THIS EVENING'S

BOARD MEETING

Open Session

ACTION ITEMS

- 10. Personnel Report - *Page 10-4*
- 11. *REVISED* Report of the Salary Committee - *Page 11*

Correspondence

- 19. (a) C. Carnahan re lack of an educational assistant in kindergarten class, Lynden School
- 19. (b) Westdale Students for Political Action re UNICEF Election for the Rights of a Child

Distribution

- 21. (a) OPSBA Fast Report, November 5, 1999

Please add this information to your agenda packages.

*Regular Board
November 11, 1999*

LAY DOWN REPORT

SECTION II

CLERICAL UNIT

C. LEAVES OF ABSENCES

2) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absences, effective as shown, be granted:

Christine Chutko, December 10, 1999 to June 09, 2000

SECTION IV

EDUCATIONAL SUPPORT STAFF

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

Anne Chaffee, Psychoeducational Consultant, effective November 15, 1999

R E V I S E D

REPORT OF THE SALARY COMMITTEE
November 4, 1999Recommended Action:

Moved by _____, seconded by _____: That the following Report of the Salary Committee dated November 4, 1999 be adopted:

1. Selection of an Employee Assistance Program Provider – see attached

It was moved by R. Mulholland: That the process for selection for an Employee Assistance Program Provider be Option 2.

2. Selection of a Benefit Consultant – see attached

It was moved by B. Wallace: That the process for selection for a Benefit Consultant be Option 2.

- 19.(a)

OFFICE OF THE

NOV 9 1999

DIRECTOR OF EDUCATION ~~DP~~ 9/99

Secretary and Director
Hamilton-Wentworth Boards
Mr. Merv McTier

I remain concerned about the lack of an
E.A. in our Kindergarten class at Hyndes. You
will see I am not alone.

I await a timely response.

Thank you
Candy Carnahan
647-2695

19.(a)-1



LYNDEN PUBLIC SCHOOL

95 Howard Street
Box 39
Lynden, Ontario L0R 1T0
Telephone: (519) 647-3951
Fax: (519) 647-3646



Principal:
Veronica Brierley

Designated Teacher:
David Resijan

Oct 27, 1999

30 signed copies attached

Dear Parents/Guardians:

The attached letter was written by Ms. Carnahan, the parent of one of our Kindergarten students and current Secretary of our School Council. The sending of this letter to the Board was endorsed by members of the Lynden School Council in response to concerns by some parents who had volunteered in the kindergarten room. Their concerns involved the unreasonable expectation that one adult could provide a safe and effective learning environment for such a large group of young children, especially when our current group is a very young one.

We have tried to address the problems by appealing for additional regular volunteers; enlisting the assistance of Grade 5 students during non-teaching times and consulting with other professionals regarding strategies. In spite of these attempts, the concerns still continue.

The School Council would like you, as parents, to be aware of the following:

The parents are in no way critical of our Kindergarten teacher, whom they regard as a capable, caring and experienced teacher who is attempting to provide the best for the children. They have, however, expressed concern for the level of job satisfaction for any teacher who is facing such a daunting task.

In Day Care settings, the ratio is much lower, (8:1), and this is for the same students who are now expected to be cared for in a 25:1 ratio.

In City Schools, the Kindergarten schedule is for ½ days only. Therefore, the kindergarten children are required to be attentive for only ½ a day at a time. Anyone who has cared for a tired 4 year old realizes the difficult task of managing a child who is over-tired, as is more likely to occur in a full-day setting. Multiply this by 25 children and it is easy to understand the concern.

The ½ day schedule allows for a full lunch break for the teacher. The full day schedule we currently have requires the teacher to supervise the children during part of the lunch time. In addition, recess breaks are not provided, again due to the need for supervision.

The previous practice was for junior kindergarten classes to be eligible for an Educational Assistant when the class enrolment reached 19. Current class sizes for JK/SK are capped at 25 and the parents question why, if there was not the intent to follow this practice, (which must have been based on some valid criteria), the classes were allowed to go beyond 19.

If, after reading Ms. Carnahan's letter, you wish to support this concern, please sign the letter and return it to the school by Friday, Oct. 29, and she will pick them up and send them to the Board.

Sincerely,

Oct.24, 1999

To: Mr. Merv Matier,
 Director and Secretary
 Hamilton-Wentworth Board of Education
 : Lynden School Council
 : Parents of Lynden Public School Students

I am Candy Carnahan, a mother of a JK student in Mrs. Paddon's class. A few weeks ago, after volunteering in the JK/SK class, I sent a letter to the Board of Education and to Mr. Tony Skarica expressing the need for an Educational Assistant. The responses I received were varied and did not directly address the situation. My concerns were brought to the Lynden School Council and a letter campaign was agreed upon.

There are 25 students under Mrs. Paddon's supervision for 8 hours per day. She is to teach the new curriculum and prepare the students for entry into Grade 1. This is a very active class at various developmental levels, however, most of the students are in the 4 year age. This is a very young class. Parent volunteers are being utilized, when possible. Not all time slots are filled as Parents do have other commitments. Grade 5 students are assisting for recess and lunch, this help also is not guaranteed.

My concerns are around safety, learning environment, teaching environment and Job Satisfaction. How can one Adult be expected to teach, supervise and protect 25 small active children and not feel stress? Accidents do happen at any time but with minimal supervision the potential is higher. Simple programs such as going outside become a challenge. What happens if 1 child needs to use the washroom? Do you follow that child, do you stay with the other 24 or do you take all of them in?

Ken Bain told me, he wants the JK program to work in Wentworth as it has in Hamilton. Hamilton JK students go 1/2 day, 5 days per week. Wentworth JK students go 2-3 full days alternate weeks. The 8 hour day will influence learning abilities in children, the more tired they become, the more restless they become. This requires more supervision and guidance to teach appropriate coping and behavioural skills. An EA. would assist greatly with this.

Mr. Bain also stated, the E.A.s are designated for Special Needs Students. These children have special needs, they need more explanations, demonstrations and assistance. They also need an environment which promotes learning. The past practice of the Board was an EA. in a class once enrollment reached 19 students. This is no longer the practice.

I want my child to enjoy school, to enjoy learning. I want his first year to set a precedent for his educational path. The years from 0-5 are the most important in a child's development for attitudes and behaviours. I do not want my son to be a statistic in the Hamilton-Wentworth Board and I believe we need an Educational Assistant to help.

If you agree with the above, please sign this letter and send it back to the School by the end of the week. I will make sure they get to the Board.

Thank-you,
 Candy Carnahan
 647-2695
 AND

Candy Carnahan

Westdale Students For Political Action

westdaleSPA@onelist.com

Westdale Secondary: 700 Main St. West, Hamilton, ON, L8S 1A5Tel: (905) 522-1387, Fax: (905) 521-0542

Attention Mr. Merv Matier
Secretary of the Board

November 10, 1999

Dear Mr. Matier

Re: UNICEF Election for the Rights of A Child

The Westdale Secondary School Students For Political Action has voted unanimously to hold the UNICEF Elections for the Rights of a Child.

- We understand that the vast majority of the world's children live without the rights we take for granted. By cancelling this poll, do we not teach children that their rights are valueless, and can be discarded on a whim?
- We understand that there are fears that children's rights undermine parents' rights, yet we are confused as to how a child who does not know their rights can be better off than one who does. Instead of undermining parents' authority, children's rights teach children to understand their parents' rights, rather than just rebelling against them.
- School has taught us to embrace and use our rights, not to abandon them. Why is this sort of election contrary to the curriculum?
- How is teaching children their rights manipulative? Do children not have the right to know their rights?
- The election being conducted by UNICEF Canada not only teaches children their fundamental rights, but by encouraging them to vote also teaches them to be responsible voting citizens and free thinkers. Does cancelling this election not teach children that blind-obedience, compliancy, and passive democracy is acceptable?
- Why do trustee's feel threatened by children's rights? Who are trustees to censor rights confirmed by the UN Covenant on the Rights of a Child, signed by the Canadian Federal Government?
- When will trustees listen to the students?

Sincerely,



Aaron Orkin,
President, Students for Political Action

November 5, 1999

Vol. 11, No. 25

AT QUEEN'S PARK**Ontario Legislature review:
November 1 to 5****Members statements**

The two major education issues this week were special education funding and school closures. Bruce Crozier (Lib -- Essex) spoke about special education needs at the Greater Essex District School Board. Alvin Curling (Lib -- Scarborough-Rouge River) made a statement regarding the needs of youth in today's Ontario. Several members also made statements recognizing the "Take our Kids to Work Day" initiative.

Question period

This week, Liberal Education Critic Gerard Kennedy again asked Education Minister Janet Ecker about the funding crisis in special education. In particular, he mentioned situations in Hamilton-Wentworth, Grand Erie and Greater Essex District School Boards. Kennedy and Liberal colleague Bruce Crozier asked the Minister to increase the special education grant so that boards would not have to supplement their special education programs with funding from other areas. The Minister repeated previously-stated comments indicating that there is more, not less money in special education. She summarized her answer, *"We understand that there needs to be more refinements to this process. That's why we are continuing to meet with the boards. If they need*

assistance in terms of allocating their funding, again, my ministry staff are prepared to assist them to do that." The Liberal members immediately filed a notice of dissatisfaction with the Speaker, asserting that the Minister's response did not deal with the urgency of the matter.

When the matter reopened for debate prior to adjournment, both Kennedy and Crozier spoke of specific problems with how special education is funded, including the ISA funding freeze and the necessity to supplement special education funds from other board funding areas. The Minister, in her response, spoke of the "dual responsibilities" of the Ministry and of school boards. She acknowledged the Ministry's responsibility *"to develop an appropriate policy, to provide more funding."* She also acknowledged that feedback from boards and from the Education Improvement Commission has indicated *"that there may need to be changes. We recognize and acknowledge*

*continued on next page***WHAT'S INSIDE ...**

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SECRETARY OF THE BOARD. PLEASE DUPLICATE FOR ALL TRUSTEES, DIRECTOR AND SUPERINTENDENTS

If you have any comments about *Fast Reports*, contact CARLA GARBAS, Editor
LIZ SANDALS, President • GAIL ANDERSON, Executive Director
OPSBA • 439 University Avenue, 18th floor, Toronto, Ontario M5G 1Y8 Tel: (416) 340-2540 Fax: (416) 340-7571
e-mail: cgarbas@opsba.org • www.opsba.org

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Fast Reports

that and are working at doing that." She then spoke of the responsibilities of school boards in this matter by stating, *"I find it not helpful, not acceptable for a board to send students home."* In closing, Minister Ecker stated, in part, *"... we're prepared to continue to work with the boards to find ways to take the increased money, to make it work better, to find ways to make the policy work better so that these young students get the supports they need. But it has to be a two-way street."*

Selected highlights

The following are some highlights from the week's debates:

Public education. "I believe in our public education system and I believe in the role it has to play in shaping innovation and creativity among our young." (David Young, PC MPP, Willowdale, November 2).

Special education funding. "I just want to point out the importance of this given the fact that the trustees in Hamilton have bent over backwards trying to follow all the procedures, follow all of the process the government has offered up in terms of responding to questions the ministry has to resolve the issue." (David Christopherson, NDP MPP, Hamilton West, November 3).

Provincial curriculum. "Parents are telling me that they like the increased accountability provided through the new province-wide curriculum that clearly lays out goals and timelines for teachers, students and parents." (Tina Molinari, PC MPP, Thornhill, November 1).

Education funding. "Many (youth) face bankruptcy or severe debt at the conclusion of their studies. They are worried that there will be no space for them when they are about to enter university, or will there be jobs when all this policy they have implemented

takes effect? That's what grade 8s and grade 9s told me in school. (Alvin Curling, LIB MPP, Scarborough-Rouge River, November 4).

Petitions

The following petitions read in the legislature concern education:

- Liberal MPP Tony Ruprecht (Davenport) read numerous petitions into the record opposing school closures.
- Cabinet Minister John Baird had a petition favouring the use of education development charges for new school construction read by a caucus colleague.
- Liberal Mario Sergio (York West) read a petition recognizing the fundamental role of schools in communities and speaking in favour of increased funding for education.

Legislative activity

Bill 7, Taxpayer Protection and Balanced Budget Act

STATUS: First reading. Debated at second reading.

Bill 8, Safe Streets Act. Introduced by Attorney General Jim Flaherty. This is the legislation which implements the Throne Speech initiatives to crack down on aggressive pan-handling and squeegee kids. Its full title is, An Act to promote safety in Ontario by prohibiting aggressive solicitation, solicitation of persons in certain places and disposal of dangerous things in certain places, and to amend the Highway Traffic Act to regulate certain activities on roadway.

STATUS: First reading.

Bill 9, Police Records Checks by Non-profit Agencies Act. Introduced by Peter Kormos (Niagara Centre). The bill applies to non-profit agencies (eg. Big Brothers, Girl Guides of Canada or Boy Scouts of Canada)

which are being charged user fees to run a check of police records for applicants who want to volunteer with those agencies. The intent is to make the process easier for such organizations and to facilitate volunteers to come forward who otherwise may not have due to the high fees.

STATUS: Second reading. Referred to Standing Committee on Justice.

Bill 10, Student Health and Safety Programs Act. Introduced by Michael Gravelle (LIB -- Thunder Bay-Superior North). He stated, "My private member's bill addresses (workplace health and safety issues) by forming a health and safety educational council made up of members from labour, business, injured workers, students and educators whose role will be to recommend programs in the classroom that will inform all Ontario students of workplace safety issues, hopefully leading to fewer tragedies once they do enter the workforce."

STATUS: First reading.

Bill 11, Red Tape Reduction Act. Introduced by Solicitor General Bob Runciman.

STATUS: First Reading.

Bill 12, Oak Ridges Moraine Protection and Preservation Act. Introduced by Mike Colle (Eglinton-Lawrence). The bill requires the Minister to establish an area of land as the Oak Ridges moraine planning area. The bill creates the Oak Ridges Moraine Commission, which must prepare the Oak Ridges moraine plan after a specified consultation.

STATUS: First reading.

For more information: Cynthia Andrew, Legislative & Policy Analyst, x112 or e-mail candrew@opsba.org

AI OPSBA

Peel and Ottawa Carleton District School Boards raise concerns

Letters to the government written by both the Peel and Ottawa Carleton District School Boards are enclosed in this *Fast Reports*.

The Peel Board continues to press the Minister of Education to address the issue of quarterly cash transfers from the municipality, as opposed to monthly, and the related borrowing costs boards incur. This issue was raised by the Education Improvement Commission as a major challenge faced by the board. Other boards have expressed their concern on this issue as well. OPSBA will continue to lobby the Minister and other MPP's to ask for their assistance in this regard. We will also approach the EIC to determine if they will follow up on the concern which they recognized as substantial.

The Ottawa Carleton District School Board has written the Minister recently to express their concerns about transportation funding. Their detailed letter outlines the many difficulties they are experiencing, and requests that they have an opportunity to review the details of the new funding model prior to its introduction.

Thank you to both of these boards for forwarding your correspondence on these issues. We will continue to lobby on your behalf.

For more information: Camille Quenneville, Director of Policy Development, x128 or e-mail cquenneville@opsba.org

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Fast Reports

OPSBA In the media

The following media stories represent news items involving OPSBA:

Liz Sandals was interviewed by Joe Solway of CBC Metro Morning concerning frivolous lawsuits that are initiated by the public and drain precious resources from school boards that should be spent on educating our students; as reported on CBC Radio, October 26.

Pupils fall short in tests. The EQAO reported that while the latest province-wide tests for Grade 3 students showed a dramatic 13 percentage point jump in math and a modest 2 percentage point gain in mathematics, almost half of Grade 3 and 6 students failed to meet provincial standards.

Under the rules of the province-wide tests, the government deems "acceptable" only marks in the top two rankings -- but these are well above what are usually considered a passing grade. Liz Sandals said, "The province has set a very high standard and that's fine. But students at level 2, which is the equivalent of a C under the old system, shouldn't be discouraged. Only the children with consistent level 1s are the ones truly struggling", as reported in the Toronto Star, October 30.

Province-wide tests reveal gender gap. Some findings in the latest province-wide test results for Grades 3 and 6 show that girls are reading and writing more than boys -- and they're better at it. Boys in both grades say they prefer comic books. More boys say they enjoy reading picture books and newspapers than girls, who prefer chapter books, novels and poetry.

The text found in comic books isn't very sophisticated and the pictures translate most of the message, said Liz Sandals. "Kids are spending far more time watching TV and playing video games -- things related to pictures rather than text." And perhaps,

Sandals added, *the retail world isn't helping. Is the market for buying birthday gifts likely to buy books for the girls rather than little boys?*, as reported in the Toronto Star, October 30.

Ontario refuses to end Catholic school support. The United Nations human rights committee ruled that the provision of separate funding only to Roman Catholics is discriminatory and Ontario should fund school for all religious groups -- or none. Liz Sandals stated, "We have a school system that's been built up since Confederation."

The government would be crazy to fragment the existing public school system, by funding separate schools for all religious groups "without some serious public discussion of the implications," she said; as reported in the Globe & Mail, November 6.

For more information: Jeff Sprang, Director of Communications & Media Relations, x111 or e-mail jsprang@opsba.org

Across CANADA

Court rules in favour of OSSTF

As recently reported in *Fast Reports*, the Supreme Court of Canada has granted the application for leave to appeal the Ontario Appeal Court's decision to uphold Bill 160 with respect to the loss of school board taxation powers. OPSBA argued that the provincial government violated the constitutional rights of public school boards when Bill 160 removed the right of school boards to levy local education taxes. OPSBA's appeal is focused strictly on the issue of taxation and does not involve other aspects of Bill 160.

The Ontario Secondary School Teacher's Federation, who were co-applicants in the original case raised the issue of the validity of

legislation setting out the qualifications to run as a candidate for a member of a district school board. Specifically at issue is the constitutional validity of s.219 (4) of the *Education Act*, which disqualifies an employee of a district school board and the spouse of an employee from being elected to or acting as a member (trustee) of a district school board. The majority of the Ontario Court of Appeal allowed the appeal (originally dismissed by Mr. Justice Campbell of the Ontario Court - General Division). They held that the disqualification of the spouse of an employee from being elected to or acting as a member of a district school board infringed Charter s.15 and could not be justified under Charter s.1. OPSBA has just learned that the Supreme Court has refused the Attorney General's request to appeal on that decision. Presumably, as a result of this decision, the *Education Act* will require revisions and employees of district school boards and their spouses will be eligible to run for trustee positions in the next election.

For more information: Camille Quenneville,
Director of Policy Development, x128 or e-mail cquenneville@opsba.org

National Child Day is celebrated on November 20

In 1993, the Government of Canada designated November 20 as National Child Day to commemorate two historic United Nations events: the adoption of the *Declaration of the Rights of the Child* on November 20, 1959 and the adoption of the *Convention on the Rights of the Child* on November 20, 1989.

The *Convention on the Rights of the Child* addresses the rights of children and youth under the age of 18. It recognizes their basic human rights and gives them additional rights to protect them from harm and also recognizes the important role of the family in

bringing up children.

National Child Day is being celebrated across Canada. This year's celebration is extra special because it marks the 10th anniversary of the adoption of the *UN Convention on the Rights of the Child* by the United Nations General Assembly. Visit the website at www.hc-sc.gc.ca/child-day for a list of special events and activities being planned to mark the Convention's birthday across the country.

NOTICES

Member boards recognized as leaders in energy efficiency

Keewatin-Patricia and Toronto District School Boards were finalists for Canada's National Energy Efficiency Awards presented at NRCan's Office of Energy Efficiency (OEE)'s inaugural Energy Efficiency Conference and Trade Show in Ottawa on May 18 to 20. The awards recognize leadership and initiatives leading to practical, action-oriented advances in building projects, equipment, industry, outreach and transportation energy use. Keewatin-Patricia DSB was recognized for undertaking an aggressive energy efficiency program that went beyond current norms and commonly used technology, with impressive results. Toronto DSB and Rose Technology Group were award winners of the Outreach Category for their Leaders in Sustainability Cooperative Education Program.

Congratulations Keewatin-Patricia DSB and Toronto DSB!

21(a)-5

November 5, 1999

Vol. 11, No. 25

*Fast Reports***CALENDAR OF EVENTS****CENTRAL EAST REGIONAL
WORKSHOPS**

Nov. 12, 10 a.m. to 3 p.m.
45 York Mills Road, Toronto

**SPECIAL EDUCATION AD HOC WORK
TEAM**

Nov. 12, 10 a.m. to 2 p.m.
OPSBA Boardroom, Toronto

PROGRAM WORK TEAM MEETING

November 19, 10 a.m. to 3 p.m.
Toronto DSB

**EASTERN REGIONAL COUNCIL
MEETING**

Nov. 20, 10 a.m. to 3 p.m.
Upper Canada DSB, Brockville

EXECUTIVE COUNCIL MEETING

Nov. 25, 7 p.m. to 9 p.m. &
Nov. 26, 9 a.m. to 3 p.m.
OPSBA Boardroom, Toronto

BOARD OF DIRECTORS MEETING

Nov. 26, 7 p.m. to 9 p.m. &
Nov. 27, 9 a.m. to 3 p.m.
Sheraton Centre, Toronto

**NORTHERN REGION DIRECTORS
MEETING**

Nov. 26, 4 p.m. to 7 p.m.
Sheraton Centre, Toronto

**JOINT CENTRAL WEST/WESTERN
REGIONAL MEETING**

Dec. 4, 9:30 a.m. to 3 p.m.
Thames Valley DSB, London

**POLICY DEVELOPMENT WORK TEAM
MEETING**

Dec. 10, 10 a.m. to 3 p.m.
OPSBA Boardroom, Toronto

**URBAN
MUNICIPAL**

CAS ON HW 26

A33B

1999

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

Thursday, December 9, 1999

7:00 p.m.

A G E N D A

URBAN MUNICIPAL

7:00 p.m.

1. Call to Order
2. Approval of Minutes of November 18, 1999
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

DEC 13 1999

GOVERNMENT DOCUMENTS

DELEGATION:

5. Hamilton Branch on Genealogical Society Re. Rental agreement with Vincent Massey

ACTION ITEMS:

6. Special Education Funding Update
7. Wide Area Network Infrastructure
8. Community Partnership Agreement – Theatre Ancaster
9. Transportation Expenditure Forecast Mitigation Strategies
10. Planning Report
11. 1999/2000 Financial Report – September 30, 1999
12. Year 2000 Committee Update
13. Selection of Architectural Services for 1999-2000 Renewal Projects
14. Accessibility “PATHWAYS” Response
15. East Flamborough Elementary School Boundaries

M. Matier
D. Grant, W. Joudrie
K. Waters
D. Grant
D. Grant
D. Grant
T. Cupido
T. Cupido
K. Bain

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

16. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee	December 15, 1999	7:15 p.m.
Board	December 16, 1999	8:00 p.m.
Education Committee	January 13, 2000	7:00 p.m.
Business Committee	January 20, 2000	7:00 p.m.
Special Education Advisory Committee	January 26, 2000	7:15 p.m.
Board	January 27, 2000	8:00 p.m.

MINUTES OF THE BUSINESS COMMITTEE
NOVEMBER 18, 1999

Those present: Lillian Orban (Chair), Heather Bullock, Laura Peddle, Wes Hicks, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Joseph Rogers and Bruce Wallace.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), C. Reid (Superintendent of Education – City West), E. Bond (Superintendent of Education – Secondary East), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), T. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 7:00 p.m.

2. Approval of Minutes

It was moved by W. Hicks: That the minutes of October 21, 1999 be approved.
CARRIED.

3. Business Arising from the Minutes

Nil.

4. Approval of Agenda

It was moved by W. Hicks: That the agenda be approved.
CARRIED.

ACTION ITEMS:

5. Pepsi Proposal

Noting this item had been referred back to the Business Committee from Board, D. Grant presented the report. He clarified that the home and school and school and student councils had received the survey and were given time to respond. D. Grant then highlighted several points:

- Overwhelming support for this proposal was shown from the secondary school system.
- Elementary schools having mixed opinions, 17 supporting and 16 non-supporting.
- Profits from the vending machines will remain with the school.
- School Councils will have input re proceeds.
- School Councils will be consulted prior to a school opting into the proposal.
- The Principal will ensure the proposal does not disadvantage student organizations.

D. Grant clarified that the recommended action was reviewed by Executive Council after the survey results were received.

After some discussion, members offered the following comments:

- Specific concerns of schools councils have been addressed in the revised recommended action.
- Elementary schools wishing to continue with nourishment and/or milk program can continue to do so.
- The proposal shows that issues can be decided at the local level; if the community doesn't agree with the idea the school can proceed in that fashion.

The Chair noted her support of the idea that the community still has a choice.

It was moved by W. Hicks:

- (a) That the Board approve the proposal received from Pepsi-Cola Canada Beverages for a five-year contract regarding cold drinks vending machines as outlined on the "Overview of Proposal Received from Pepsi-Cola Canada Beverages" (Page 9-2 of the June 17, 1999 Report) and that this be incorporated as a separate document with the last two bullets under "Additional" deleted.
 - (b) That the following conditions be imposed on the implementation of the cold drink vending machines contract:
 - That participation in the vending machines contract only be initiated after consultation with the School Council.
 - That the school Principal consults with the School Council regarding the use of revenues generated from the vending machine contract.
 - That the Principal ensures that student organizations are not disadvantaged by participation in the vending machines contract.
- CARRIED.**

6. Transportation Expenditure Forecast

D. Grant reviewed the report. He indicated the approved Transportation Budget for 1999/2000 was just over eleven million dollars. He pointed out if the Board continues to offer the same level of service, by the end of the fiscal year (June, 2000) the Board will have incurred a \$540,000.00 deficit. He pointed out that the circumstances leading to this have happened since the budget approval in June, for example, bell times necessitated five additional busses with an increase in kilometers.

D. Grant advised that administration recognizes the need to finalize bell times earlier in the year as well as sharing transportation information with the calendar committee in an effort to align the elementary and secondary calendars. He noted that Executive Council will be discussing strategies to address this deficit with the results brought back to the Business Committee meeting on December 9, 1999.

J. Bishop asked if the reduction of self-contained classrooms has led to increased distances for special education students to travel. D. Grant responded the problem areas are primarily in the home to school transportation indicating that projected costs relative to the budget for special education appears to be in line.

D. Grant then clarified when the 1999/2000 budget was approved there was a fairly dramatic increase from the 1998/1999 budget with respect to special education transportation. He noted, however, this report is to compare the projected expenditure over 1999/2000 in comparison to what the Board had approved for the same period.

Following some discussion, D. Sage clarified the following points:

- Approximately thirteen vehicles are used for noon-hour transportation with costing projected at \$113,000 for the year.
- Once a vehicle is on the road the Board only pays for extra trips.
- Impact of changing bell-time is projected to cost \$326,000.00. This amount includes five additional busses and an increase in kilometers driven.

It was moved by R. Woodworth: That the report on the transportation expenditure forecast be received for information.

CARRIED.

7. Planning Report

D. Grant called upon D. Sage to present the report. D. Sage noted this is similar to what trustees have seen in the past with recommendations attached in the planning report. He reminded members of the Accommodation Report that had been received at the September 16, 1999 Business Committee meeting which contained a section with municipal data, land use and the number of units being developed.

D. Sage clarified the second recommendation suggests this type of report be replaced by the annual accommodation report and administration would bring forward to committee only those items that are extraordinary or significant. D. Sage responded to a query with respect to the accommodation report containing projections for the next ten years, stating that as the plan of a new subdivision comes in, it is logged by school area and tracked as it develops.

D. Sage clarified the following points:

- Planning report information is included in the accommodation report.
- Since amalgamation, planning issues have been handled in-house; a planning consultant has not been utilized.
- The 1999/2000 planning report will reflect changes that have occurred during that year.
- Planning information is received and logged into the system on an on-going basis.

H. Bullock hoped issues such as posting signage or the Board adopting a position with respect to a certain issue referred to in section one of the Planning Report, would be items that would be brought forward to Board.

D. Grant noted that there appeared to be some disparity with respect to the interpretation of the second recommended action, stating that the intent was to come to Board with planning issues regarding extraordinary circumstances only.

H. Bullock then suggested adding the "items that will have significant impact on school enrolment or Board property" to the recommended action.

a) It was moved by R. Woodworth: That the recommended actions contained within the Planning Report be adopted.

b) It was moved by H. Bullock: That the monthly Planning Report be limited to items that will have a significant impact on school enrolment or Board property.

CARRIED.

8. Glendale Secondary School Request for Liquor License

It was moved by L. Peddle: That The Hamilton-Wentworth District School Board approve the request from Glendale Secondary School to acquire a liquor license for their planned 40th Anniversary celebration on May 12 and 13, 2000. (tentative dates).

CARRIED.

9. New Elementary School in Flamborough

D. Grant reviewed the report. He highlighted the cost breakdown for the building of the new school included in Appendix A. The budget includes provision for project school management issues. This will allow the assignment and release from other responsibilities of the new principal effective in January 2000.

D. Grant responded to a concern as to why this information was being brought forward now instead of when the previous recommended action to approve the building of the new school was approved stating that there is no legal document that describes this process. He noted the previous motion had set an outside limit of what was approved to spend.

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the project budget for the new elementary school in Flamborough as outlined in Appendix A dated November 12, 1999.

CARRIED.

10. Confirmation of Corporate Entity

D. Grant explained that periodically organizations request something to substantiate the existence of the school board as a legal entity. He noted he had asked I. Gordon, the Board's lawyer, to develop something to address such requests.

H. Bullock stated she thought that when the act was passed in the naming of our Board that other papers would have been submitted then. D. Grant responded that the passing of such legislation would have been published in the gazette. However, there are no additional papers.

It was moved by L. Peddle:

WHEREAS pursuant to the *Education Act and Regulations* thereto The Wentworth County Board of Education and The Board of Education for the City of Hamilton were merged as a district school board, effective January 1, 1998;

AND WHEREAS the name approved by the Education Improvement Commission for such new district school is "THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD";

BE IT RESOLVED THAT:

the Superintendent of Business and Treasurer or his designate is hereby authorized to confirm to such federal and/or provincial ministries, agencies, or departments as request it; or such other persons, firms or corporations with whom or with which the Board carries on Business or has contractual commitments as request it; that The Hamilton-Wentworth District School

Board is a district school board created by the merger of the Board of Education and as a district school board is corporation as provided in s.58.5 of the Education Act.

CARRIED.

11. Inclement Weather Policy

M. Matier referred members to the revised copy before them. He noted the original version was the work of the committee and the second version includes changes that were made when Executive Council reviewed the policy. M. Matier pointed out that policy statement had been reduced to one sentence and all other changes had been bolded throughout. The general statement of the policy is that if transportation is cancelled due to inclement weather, schools will be closed. He then highlighted several points:

- Arrival check policy statement was added as it is referred to in this policy.
- Basic beliefs and assumptions followed when transportation is cancelled due to inclement weather - schools closed.
- Success of this policy depends on clear direction.
- Staff absence refers to the fact that staff is expected to make reasonable efforts to get to school using safety and common sense as guiding criteria.

M. Matier responded to a question as to whether the schools would be closed if special education transportation were to be cancelled, stating that the committee didn't distinguish between the types of transportation. M. Matier noted that school council representatives were chosen from schools where 75-99% of the students require transportation.

D. Sage indicated it is possible there will be situations that will require the cancellation of transportation for special education; however, the schools may stay open.

Members expressed the following points:

- Concern with respect to fog conditions be added to the policy.
- Walking is also dangerous in inclement weather.
- Staff safety should also be considered.
- Positive statement should be used with respect to cancelling transportation, for example, "transportation is cancelled, however, the school is open".

M. Matier clarified that before a decision is made, he, the director of the Catholic Board and McMaster University consult by phone before coming to a decision. He also noted that cancelling transportation and not closing schools has been confusing in the past.

Following some discussion, members agreed this would be discussed further at the Joint Advisory Committee.

It was moved by R. Woodworth: That the draft Inclement Weather Policy be referred to the Joint Advisory Committee.

CARRIED.

12. International Children's Games Millennium Festival, June, 2000

R. Mulholland presented the report.

In response to a query asking for more details about this festival, A. Cupido stated that at the first opportunity a call could be placed to the city officials to determine the full scope of the activities to be engaged.

L. Peddle expressed support of this event, however, noted the Board shouldn't be held accountable for expenses if the event didn't happen.

R. Mulholland stated his motion as Chair of the Board and asked that this be referred to the officials.

At this time,

It was moved by R. Woodworth: That the request from Mayor of the City of Hamilton regarding the use of the Education Centre Parking Lot during the International Children's Games Millennium Festival in July, 2000 be referred to the officials and a report be brought back to the Business Committee.

CARRIED.

There being no further business, the meeting then adjourned at 8:32 p.m.

kc

DELEGATION

BUSINESS COMMITTEE
1999 12 09

#5

Hamilton Branch, Ontario Genealogical Society

Box 904 LCD1, Hamilton, ON L8N3P6 (905) 529-0039

November 29, 1999

Mr. Merv Matier
Director of Education & Secretary of the Board
Hamilton-Wentworth
100 Main Street West
Hamilton, Ontario L8N3L1

Dear Mr. Matier

On December 9th, 1999 the Ontario Genealogical Society, Hamilton Branch wishes to make a delegation presentation to the Board of Trustees.

The purpose of this presentation is to request a rental agreement and a rental-rate abatement with respect to room(s) in the new location of the Board Archives (Vincent Massey School).

Enclosed is a copy of the presentation as we expect to present the request.

Yours truly,

Mel Campbell,
Chairman, Hamilton Branch, OGS, home (905) 522-3913, work (905) 664-5540
William Goddard,
1st Vice Chair, Hamilton Branch, OGS, home (905) 389-9148, work (905) 548-7200 x3597
Lyle V Dalglish,
Member, Hamilton Branch OGS, home (905) 527-8818

Hamilton Branch, Ontario Genealogical Society

Presentation for Rental-rate Abatement

Historical Relationship with the Board

We have been renting classroom space from the Hamilton-Wentworth District School Board since 1980. When Highview School was closed in 1985 we moved to a second floor room at Sanford Avenue School on a yearly rental basis. When additional 2nd floor teaching class rooms were required by the school we moved to third floor rooms and have been there ever since.

The Sanford Avenue School rooms were rented to serve as a general storage area for library materials and society publications, but over the years have evolved to include:

1. storage for bimonthly newsletter and other research publications
2. preparation space for the above newsletters
3. a library for the society's research activities, and
4. work space for the society's computer activities.

We currently have a very reasonable rental agreement with the Board, and for the following reasons:

1. In the Board's words, "...we are only in Sanford Avenue School temporarily until they (Board) can find a suitable place for us."
2. We are a "not for profit, charitable" organization depending on membership fees and sale of research materials for sustaining income.
3. We consider ourselves a public service dedicated to assisting those involved in family history research and the Board acknowledges this contribution to the local community.

The rooms at the Sanford Avenue School are however, limiting for our current needs;

1. The space is not adequate to address all the office and research activities of the Society,
2. Many of our members are senior citizens and negotiating three flights of stairs is increasingly difficult, and
3. The hours available for members to use the space are limited by the school hours.

5-2

Hamilton Branch, Ontario Genealogical Society

Box 904 LCD1, Hamilton, ON L8N3P6 (905) 529-0039

Recent Activities with the Board Archives

- Members of the society have assisted Dave Brown and John Aikman to organize and catalog Board archival material when the archives first moved to Ainslie Woods School.
- Members also helped pack the archival material for its removal to Vincent Massey School and continue to be available to Archives staff when requested
- Society members have researched pupil/teacher information in the registers as requests have been passed to the Society from D. Brown and J. Aikman at no charge (research fees can range from \$20 to \$25 per hour).
- We are currently represented on the Archives *Millenium Project*.
- John Aikman, at the Board Archives, has expressed his willingness to share the building (Vincent Massey) with the Society as we have had a good working relationship over the past years.

Our Proposal to the Board

The Hamilton Branch, Ontario Genealogical Society requests that the Board:

1. Rent to the Society one (1) room in Vincent Massey School on a short term agreement, beginning January 2000 and ending in June 2000.
2. Rent to the Society two (2) rooms in Vincent Massey School on a longer term agreement beginning in June 2000 (John Aikman has designated two rooms which will be available for use after June 2000),
3. If the two (2) rooms are not available that, the single room be rented to the Society on a longer term agreement,
4. Terminate the rental agreement for the current space at Sanford Avenue School (currently \$185.00 per year).
5. Establish a rental rate for space at Vincent Massey of \$125.00 per room per month (as opposed to the recent verbal quote of \$178.00 per room per month).

It is intended that the presenter will be Lyle Dalglish, Society member and retired Elementary School Principal of the Hamilton Board.

Yours truly,

William Goddard

1st Vice Chair, Hamilton Branch, Ontario Genealogical Society

ACTION ITEMS

BUSINESS COMMITTEE
1999 12 09

7.

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director.

Signature: _____

Date: _____

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Education
Michael Hiltz, Manager of Computer Services

Date: December 9, 1999

Subject: Wide Area Network Infrastructure

Recommended Action:

Moved by _____

That the Board approve the proposal submitted by Hamilton Hydro-Electric System to address the Wide Area Network service requirements as detailed in the Board's request for proposal, subject to the following conditions:

- contract to be in a form satisfactory to the Board's solicitor.
- monthly operating costs not to exceed \$76,000 and initial term of the contract will be for 72 months.
- the Board will not experience an increase in operating costs until the later of implementation of service on a site by site basis or September 1, 2000.
- implementation cost payable to Hydro not to exceed \$1,185,000 to be funded from the Capital Reserve Fund.
- every effort to be made to implement all secondary schools by March break 2000 and target all elementary schools by December 31, 2000.

Rationale:

Information is a corporate resource that organizations must treat with the same care and concern as human, financial and facility resources. The information management needs of the Board are predicated on the creation and operation of a relevant and cost-effective wide area network. This network is the foundation for not only the access and flow of information throughout the Board, but also provides, for teachers and students, unprecedented access to information resources at local, regional, and global levels.

The Hamilton-Wentworth District School Board advertised a RFP on July 13, 1999 to improve the wide area network infrastructure and services of the Board. The RFP closed on August 20, 1999.

A short list of two companies were requested to make formal presentations the following individuals on October 6, 1999:

- Michael Burjaw, Manager of Purchasing
- Bryan Cowell, Systems Programmer
- Howard Gardiner, Supervisor, Technical Support
- Don Grant, Superintendent of Business

- Michael Hiltz, Manager of Computer Services
- Wayne Joudrie, Superintendent of Schools
- Larry McDonald, Supervisor, System Network

The Recommended Solution

Hamilton Hydro has been identified as the favoured solution and additional meetings with this vendor have been initiated in order to address the financial feasibility of the project. Upon our invitation the Manager of Computer Services for The Hamilton-Wentworth Catholic District School Board was also present at the Hydro presentation and has committed, subject to the catholic board's approval, to partner with us to provide the Hydro solution for their system as well. The involvement of the catholic board, coupled with alternative financial arrangements with Hydro have helped to reduce the operating costs by greater than \$280,000 per year over a six year period. Appendix A provides details pertaining to the estimated costs and financing of the project.

Hydro's proposal for a fibre optic network connecting all school sites is an available and relevant technology for education that will deliver services in the Board with a capacity and capability that will address all of our networking needs for the next 5-10 years (See Appendix B). It will ensure that the Board can realize a broad range of opportunities to utilize information technology to support our students and teachers in the classroom and manage corporate information resources throughout the organization.

The proposal promises a deliverable infrastructure within 10 months for 80% of our school sites with an expected final completion date early in 2001. The connection of the secondary school sites by March break 2000 will be dependent on the date that Hydro can start laying the infrastructure and any difficulties that may arise in remote areas. Discussion will need to take place as soon as a contract is signed since the project will also include over 70 sites from the catholic board. The above condition that monthly operating costs not exceed \$76,000 will ensure that a contract will only be executed if both this board and the catholic board approve the hydro proposal.

Impact that this proposal is likely to have on computer hardware requirements include the following:

- remote servicing of hardware, software and local area networks
- advanced technology with simpler architecture provide the following benefits:
 - reliability
 - low maintenance
 - ease of use

Impact that this proposal is likely to have on school/Board office wiring requirements include the following:

- consistent with long-range plan re enhanced network access to classrooms.
- establishes a wiring standard for current and future facility renovation plans

Impact that this proposal is likely to have on classroom software applications include the following:

- allows for software to come from central server rather than local area networks which will result in equitable access for all schools
- media service - migrate to digital library
- software support tasks of maintenance and delivery streamlined

Impact that this proposal is likely to have on school office software applications include the following:

- enhance Trevlac functionality - assist with corporate data replication
- enhance standardized office applications and support
- software support tasks streamlined

Impact that this proposal is likely to have on corporate software applications include the following:

- equitable access for all schools to corporate systems:
 - Financial Information System
 - Work Order System
 - HR/Payroll System
 - Substitute Employee Management System (future)
- establishes a consistent level of service
- enhance environment for forms management

Impact that this proposal is likely to have on e-mail reliability include the following:

- no restriction on e-mail access points
- delivery performance dramatically enhanced
- no impediment to future growth and applications relating to e-mail

Impact that this proposal is likely to have on Internet connectivity include the following:

- high speed Internet access to all schools
- equitable access to communication services for all schools
- Internet connectivity will provide capacity for educating opportunities that require video, graphics, sound in real time speed

The current ISDN wide area network infrastructure was established in 1995. At this time, the capacity of the system was considered sufficient to meet current and future needs. However, the current infrastructure is so congested that the flow of information is degraded with the result that classroom and corporate requirements are being seriously impaired. Capacity of the current system cannot be scaled up without significant cost. The Hydro solution represents a dramatic (i.e. 1000 fold) improvement over the current system. In addition, should future requirements demand it, capacity may be increased without further capital outlay.

DG/GdeJ
1999-12-03

2-Dec-99

Hamilton-Wentworth District School Board
Wide Area Network Infrastructure Project - Hydro

	Implementation Costs	Operating 2000/2001	Operating 2001/2002
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COSTING DETAIL

Temporary Assistance:

FTE=1.6, 12mos	73,000		
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Supplies:

Communications		903,000	903,000
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Equipment:

Hydro: Network hardware, installation	1,185,000		
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1,258,000	903,000	903,000
=====	=====	=====

FINANCING

Clssrm: Communications Equipment	123,000	123,000
Clssrm: Network	340,000	340,000
Clssrm: Comptr Equipment	150,000	200,000
Clssrm: School Budgets	100,000	100,000
Clssrm: Central Allocations	50,000	50,000
Brd Admin: Network	30,000	30,000
Brd Admin: Comptr Equipment	0	60,000
Bridges Project	73,000	110,000
Capital Reserve Fund	1,185,000	

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1,258,000	903,000	903,000
=====	=====	=====

misc\bandwidt

Hamilton Hydro Proposal Wide Area Network

Overview:

- Current ISDN Network - Bell Telephone Communications Technology;
 - 64 Kilobits per second for Elementary Schools
 - 128 Kilobits per second Secondary Schools
- Hydro Proposal - Fibre Optic Network Infrastructure (Metropolitan Area Network);
- Board Office Network Connection 1 Gigabit per second throughput;
- School Network 100 Megabit per second throughput, all Elementary and Secondary Schools.

Implementation Schedule:

- Education Centre and all Secondary Schools by March Break;
- All Elementary and other administrative sites by December 31, 2000;
- 80% of all schools by September 2000.

Fibre optic communications technology provides 1000 fold increase in the speed and capacity of our wide area network services between schools, schools and the Ed. Centre and schools to the outside world.

#8.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

TO: MERV MATIER, DIRECTOR OF EDUCATION
FROM: KEN WATERS, SUPERINTENDENT OF EDUCATION
DATE: November 23, 1999
RE: COMMUNITY PARTNERSHIP AGREEMENT - THEATRE ANCASTER

Approved for distribution
by the Director.

Signature:

M. Matier

Date:

Dec 3 / 99

RECOMMENDATION:

Moved by _____ that The Hamilton-Wentworth District School Board support the concept of a Community Partnership Agreement with Theatre Ancaster within the following parameters:

- a) Care and Custody of Facilities
 - i) Any custodial costs outside the regular custodial hours assigned to the school will be included in the provisions of the permit issued by the Board.
 - ii) No alterations, renovations or retrofitting of the auditorium will take place unless such are within the provisions of the agreement or with the approval of the Superintendent of Plant.
- b) Facilities Rental
 - i) As part of this Community Partnership Agreement, the Board will waive any facilities rental fees. However, Theatre Ancaster will submit to the Principal of Ancaster High School a sum equal to 50% of the net profits of any production. Also, funds generated through the acquisition of grants received by Theater Ancaster will be dedicated to the renovation and/or retrofit of the auditorium at Ancaster High School.
 - ii) Theatre Ancaster will pay a facilities fee to the Board that will reflect the pro-rated costs of operating the facility and grounds. This fee will be determined by the Finance Department of the Board.
- c) Length of Agreement
 - i) This Agreement shall be five (5) years in length. It shall be reviewed during the lifetime of the Board.

RATIONALE:

Theatre Ancaster had entered into an agreement with the former Wentworth County Board of Education in 1993.

Theatre Ancaster is a registered, not for profit, corporation. They are able to make application for funding from a variety of sources, including the Trillium and Millenium grants. In order to make such application, it is necessary for them to demonstrate that they have entered into a long-term relationship with a community partner.

It is the desire of Theatre Ancaster to enter into such a long-term relationship with this Board. They are committed to the continuation of the performing arts in the Town of Ancaster. In order to ensure this they realize that a program of continued renovation and upgrading is necessar for the auditorium at Ancaster High School.

They are prepared to make grant applications to the Trillium and Millenium funds so that these renovations can be made. They are also willing, within the terms of the Community Partnership Agreement, to donate a minimum of 50% of net profits of any of their performances to such a program.

Mr. D. O'Connor has submitted a tentative costing for the upgrade and renovation of the Ancaster High School auditorium. It is as follows:

1.	Installation of HVAC system	\$70,000
2.	Barrier Free Access Modifications	
	i) Washrooms	
	ii) Change Rooms	
	iii) Stage Lift	
	iv) Wheelchair designated seating	100,000
3.	Carpet Runners	12,000
4.	Seating – reupholster chairs	88,000
5.	Stage Lighting	32,000
6.	Fly Gallery	20,000

The total cost of such a program is estimated to be \$322,000.

Given the present level of funding provided by the Ministry and the capital needs throughout the system, it is highly unlikely that the Board would be able to dedicate sufficient funds to meet these needs.

The proposed Community Partnership Agreement establishes a relationship which

- i) enables a well-established community group to continue with a long tradition of community-based performances,
- ii) enables a community group to access available grants to meet capital costs for a Board facility,
- iii) establishes a procedure for the sharing of revenue of community performances
- iv) ensures the appropriate care and custody of Board facilities during use by a community organization.

KW:jb

The Hamilton-Wentworth District School Board

Memorandum

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer
Daryl Sage, Manager of Accommodation and Planning

Date: December 9, 1999

Subject: Transportation Expenditure Forecast Mitigation Strategies

Approved for distribution
by the Director.

Signature:

M. Matier

Date:

Dec 9/99

Recommended Action:

Moved by _____

That the Transportation Expenditure Forecast Mitigation Strategies report be received for information.

Rationale:

At the November 18, 1999 business committee a report was presented noting that there is a \$540,000 deficit forecasted regarding 1999/2000 transportation expenditures. The major reason for the deficit projection is with respect to the additional buses and increased kilometers driven required as a result of final bell-time adjustments in the elementary panel. In November it was indicated that administration would prepare a report to consider strategies to address the deficit for business committee consideration.

Accordingly, the following list of potential cost reduction strategies has been developed:

- ▶ Eliminate transportation services relating to:
 - Midday Kindergarten
 - School to School:
 - Design Technology
 - Family Studies
 - Instrumental Music
 - Midday Program
- ▶ Enforce walk limits whereby former Boards have permitted rider ship within walking distances.
- ▶ Adjust bell times in such a manner that greater efficiencies can be established and less vehicles required.

In order to make inroads in the current spending patterns required, transportation service reductions would need to be implemented directly following the Christmas break. It is also readily apparent that to reduce transportation services would have a impact on a very significant number of students, since such service is heavily inter-connected. The following demonstrates this point:

In order to save \$540,000 from home-school transportation service in the January to June timeframe:

- 2,900 students who currently benefit from transportation service would not be provided with such service
- the resulting wholesale re-definition of routes would impact an additional 7,000 students

Consequently, it is not recommended that the Board pursue an in-year adjustment of transportation services to students. However, this issue has served to highlight the need to pursue approval of a new Board-wide transportation policy for implementation in September 2000. The above strategies will need to be re-visited in light of the new transportation policy and as the 2000/2001 budget for transportation is developed.

As trustees are aware a draft transportation policy was prepared by the Transportation Policy Committee and presented to the business committee in September 1999. However, the draft was referred to administration for further consideration.

The Transportation Policy Committee included representation from all stakeholders: staff, community and trustees. This committee completed its mandate and disbanded at the beginning of September. Therefore, in order to advance the development of the policy, the Superintendent of Business and Treasurer will, at the next Board meeting, extend an open invitation to encourage as many trustees as possible to establish a working group of trustees and staff responsible for transportation administration. The purpose of the working group will be to discuss concepts relating to a new transportation policy. Such discussion will assist staff in preparing amendments to the draft transportation policy for consideration by the business committee at its' February 2000 meeting. It is anticipated that the working group will require 4-5 meetings of 2-3 hours each over a 4 week timeframe to complete its purpose.

DG/GdeJ
1999-12-03



#10

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
D. Sage, Manager of Accommodation and Planning

DATE: 1999 12 16

RE: Planning Report

Approved for distribution
by the Director.

Signature: M. Matier

Date: Dec 3/99

Recommended Action:

Moved by: _____

That the recommended actions contained within the Planning Report be adopted.

RATIONALE:

At the direction of the Business Committee, the Planning Report has been restricted to items that have significant impact on Board property or enrolment. The attached report highlights residential development received from the municipalities that are at various stages of the planning cycle. As a part of the process, the municipality requests comments from all surrounding landowners regarding issues or concerns relating to the submitted plans. The approving authority will only entertain challenges that are based within the Planning Act of Ontario. Attached, as Appendix A is a step by step outline of the process that is taken for the planning of subdivisions.

The proposals contained within the planning report have been reviewed for local area school impact. To assess impact on enrolment, a student yield calculation based on residential density information has been performed. This projection has also been linked into the Board's student enrolment projection model. The ten year student projection forecast relies on a number of variables, one of which is new housing developments. This projection model is updated on a regular basis although the 10 year enrolment forecast is produced annually through the Accommodation Report. It should be noted that from the date the Region grants final approval for a plan of subdivision, several years may pass before the development begins to yield students for schools.

This report is prepared to keep the Board apprised of local planning issues.

DS/dtg
99/11/30
attach.

Don Grant

DECEMBER PLANNING REPORTItems that will have a significant impact on school enrolment or Board property.25T-99009 Scenic Park South, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix B.

Staff Notes: There is already a major development going up in this neighbourhood -- Scenic Park Estates -- which is estimated to yield approximately 100 students

Neighbourhood: Mountview

Notes: 117 single family lots

46 townhouse lots

115 townhomes (future development)

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
MOUNTVIEW	278	112	87.9%
CHEDOKE	278	48	91.7%
SIR ALLAN MACNAB	278	52	72.3%

25T-99010 Royalvista Court, City of Hamilton

Recommended Action: That notice is given to the Region and Municipality requesting that adequate notification is extended as outlined in Appendix B.

Neighbourhood: Eleanor

Notes: 8 single family. Students attending Lawfield would be transported.

Impacted Schools:

<i>School Name</i>	<i>Units Remaining</i>	<i>Student Yield</i>	<i>Enrolment vs Capacity (%)</i>
LINCOLN M. ALEXANDER	8	2	82.1%
LAWFIELD	8	1	111.7%
BARTON	8	1	100.3%

Other

Recommended Action: That the following item be received for information

ROPA 99-02 Regional Official Plan Amendment, Township of Glanbrook

Neighbourhood: South side of Rymal Road East to the Hydro Corridor and between Trinity Church Road and Regional Road #56.

NOTES: Two separate formal Regional Official Plan amendment applications to expand the Urban Boundary. 195 ha +/- development to include a shopping centre, theatre, area/recreation centre, retirement community and golf course.

OUTLINE OF THE PROVINCE OF ONTARIO PROCESS FOR THE DEVELOPMENT OF REAL ESTATE

APPENDIX A

STEP 1 PRECONSULTATION AND APPLICATION	STEP 2 REVIEW & REPORT WRITING	STEP 3 NOTIFICATION, PUBLIC MEETING & COUNCIL DECISION	STEP 4 DRAFT PLAN APPROVAL	STEP 5 FINAL APPROVAL AND REGISTRATION	STEP 6 APPEAL TO THE ONTARIO MUNICIPAL BOARD
Applicant contacts The Municipality Planning and Development Department for a pre-consultation meeting to discuss issues of local concern, such as compliance with the Municipality's Official Plan. The need for supporting studies or further consultation with affected agencies may be determined. Application is made at the Department of the Environment for the Region of Hamilton-Wentworth (delegated approval authority). Application reviewed by the Region for completeness and conformity with the Province's Comprehensive Set of Policy Statements. If complete, application accepted and forwarded to the Municipality. If incomplete, application is returned to the applicant with request for additional information or studies.	Application circulated by the Municipality Planning Department to various local Departments and agencies for review and comment. Staff evaluate the application and review comments submitted by circularized agencies and departments. A "Public Notice (sign) advising that an application for approval of a plan of Subdivision is being considered must be posted on the property by the applicant. Planning report prepared making recommendations regarding Municipality's position and conditions, for submission to the Planning and Development Committee.	Notice of Public Meeting sent to all property owners and tenants within 120m (400 feet) of the applicant's lands at least 14 days prior to the meeting date. Public Meeting held by Planning and Development Committee to review subdivision application and Planning Report. Committee makes a recommendation to either endorse or not endorse the subdivision, subject to required conditions (e.g. subdivision agreement, parkland dedication, servicing, etc.). Council reviews Planning Committee's recommendations and makes a resolution to endorse or not to endorse the subdivision and related conditions. The recommendation is forwarded to the Region, for consideration as the approval authority.	The Region of Hamilton-Wentworth makes a decision to grant or refuse draft plan approval within 180 days of receipt of a complete application. The plan may be revised (red lined) as a condition of approval. If no decision is given within the 180 day period, the applicant may request a referral to the Ontario Municipal Board. See step 6. After the decision is made, the Region has 15 days to give notice of the decision and conditions to prescribed parties, including the Municipality and the applicant. An individual may request an appeal of the decision to the Ontario Municipal Board within 30 days of the Notice. The applicant or a public body may request an appeal of the conditions of draft approval any time prior to final approval. If an appeal is filed, - see Step 6. If no appeal, the Region's decision is final.	Upon draft approval, the Region may set out a time limit (eg. up to 3 years) for draft approval. The applicant is responsible for meeting all the conditions of draft approval within the time limit, or draft approval will lapse. The Municipality will notify the Region, once all the Municipality's conditions are met. Upon fulfillment of all the conditions, the Region will grant final approval and the subdivision is registered within 30 days. Lots can be sold after registration.	The Region forwards notice of appeal to the Secretary of the O.M.B. within 15 days of receipt of appeal. The O.M.B. holds a hearing for which notice is given to the parties to the appeal. The O.M.B. may: - dismiss the appeal; or - allow the appeal in whole or in part, or amend the subdivision or conditions in any manner the Board determines appropriate. The decision of the O.M.B. is final. If the application is approved the owner can proceed to fulfilling the conditions of draft approval.

APPENDIX B

That a letter be sent to the Municipality and the approving authority expressing the significant impact that student yields from the Draft Plan will have on the Board's ability to provide local school accommodation. Schools within the surrounding area are at or exceed current enrolment capacity. As a result, should the Region of Hamilton-Wentworth and the Municipality proceed with such a development, the Hamilton-Wentworth District School Board requires that the developer agree to having included as conditions of draft plan approval:

1. The developer at their expense, place adequate signage, based on Board specifications, be erected on site, advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
2. The sub-agreement require the developer include in all agreements of purchase and sale notice to purchasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.
3. Any rental or lease agreement required for occupancy include in all agreements to renters or leasers advising that students from this development are likely to be redirected to schools outside of the area with available capacity.

The Region of Hamilton-Wentworth and the Municipality would be requested to keep the Board apprised of their actions by way of written notice of any proposed decision.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

10-4

Community Planning & Development Division

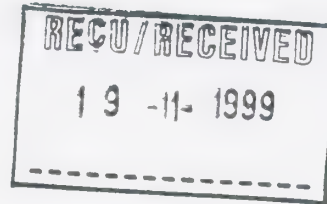
35 King Street East - Main Floor
Hamilton, ON L8N 4A9

Phone (905) 546-4188
Fax (905) 546-4367

1999 November 10

File No.: 25T-99009

Mr. Daryl Sage, Manager
Accommodation and Planning
Hamilton-Wentworth District School Board
P. O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1



Dear Sir:

Re: **File No.:** 25T-99009
 Subdivision Name: "Scenic Park South"
 Owner: Chedoke Health Corporation
 Surveyor: A. J. Clarke and Associates Ltd.
 Location: Part Lots 56 & 57, Conc. 2, City of Hamilton

The attached draft plan has been submitted to the Region for approval. Please note that this application is being processed under the provisions of the Planning Act, as amended by Bill 20. The Act requires that a decision on draft approval be made by February 8, 2000. We request that you consider the proposed development in view of your requirements and the requirements of Section 51 of the Planning Act and return your comments, recommendations or modifications within forty-five days to this Department.

Notwithstanding the above, even if you have no comments or objections, we would appreciate notification to this effect as soon as possible. A public meeting will be held no later than January 25, 2000.

If you have any questions concerning this application, please contact Raymond Lee at (905) 546-4196.

Yours truly,

Guy Paparella, M.C.I.P., R.P.P.
Director - Land Development
Community Planning & Development Division

/ll
Subdiv.Ltr/Nov.99\Dir
25T99009

10-5

- 2.2 Are there any existing easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No
If Yes, please describe below

- 2.3 Indicate location and area of adjoining or nearby lands in which the owner has an interest:

Abutting lands currently being processed for a Nursing Home.

3 PROPOSED AND CURRENT LAND USE:

- 3.1 Complete Table A on proposed land use.

TABLE A - PROPOSED LAND USE

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units, Dwellings per ha)	Number of Parking Spaces ¹
Detached Residential	117	117	5.26 h	22.00	
Semi detached Residential					
Multiple attached Residential	46	46	1.11 h	41 u/h	
Apartment Residential					
Seasonal Residential					
Mobile home					
Other Residential (specify)	115	2 block	5.22 h	30 u/h	
Commercial					
Industrial					
Park, Open Space	n/a	3	1.46	n/a	
Institutional (specify)					
Roads	n/a	0	2.66 h	n/a	
Other (specify)					

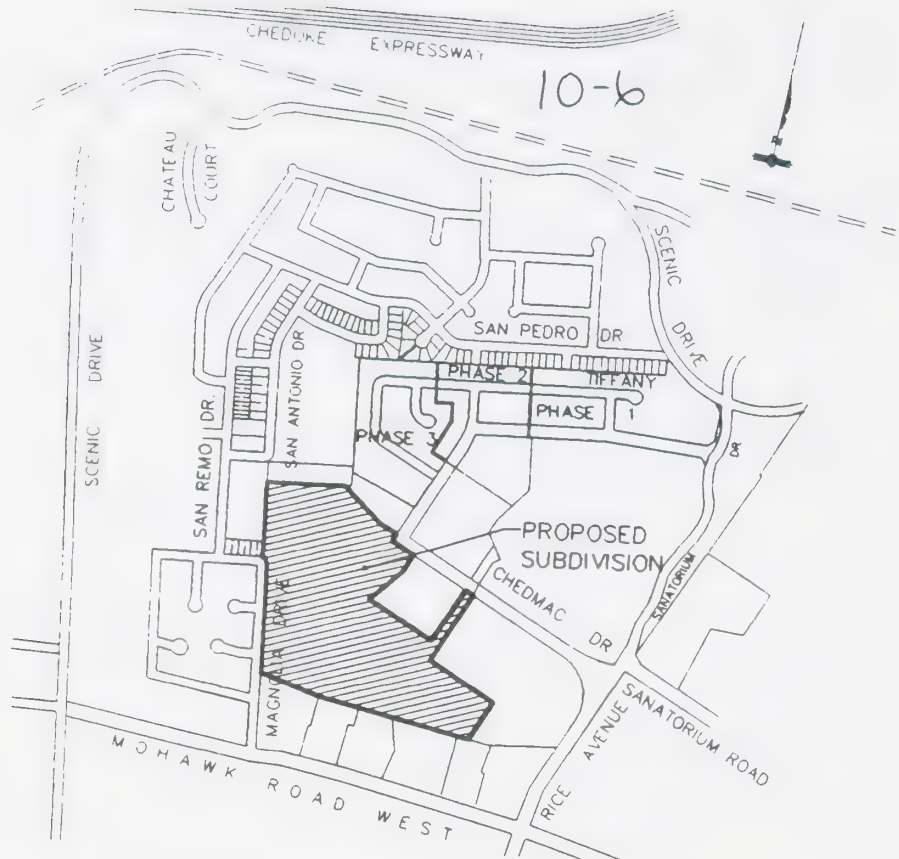
¹ Complete only for detached and semi-detached residential if for approval of condominium description

- 3.2 What is the current use of the subject land? **vacant**

- 3.3 How is the subject land currently designated in the applicable official plans?

Local Official Plan: **Residential and Open space, and Major Institutional**
Regional Official Plan: **Urban**

Revised Nov. 11/99



DRAFT PLAN OF

Scenic Park South

BEING A PROPOSED SUBDIVISION OF
PART OF LOTS 56 & 57 — CONCESSION 2
 GEOGRAPHIC TOWNSHIP OF ANCASTER

NOW IN THE
CITY OF HAMILTON
 REGIONAL MUNICIPALITY OF HAMILTON—WENTWORTH

SCALE 1:1000



B. J. CLARKE O.L.S.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

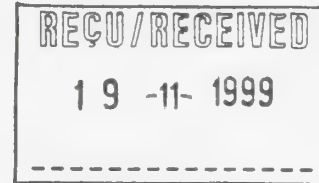
10-7

Community Planning & Development Division
35 King Street East - Main Floor
Hamilton, ON L8N 4A9

Phone (905) 546-4186
Fax (905) 546-4364

1999 November 17

File No.: 25T-99010



Mr. Daryl Sage, Manager
Accommodation and Planning
Hamilton-Wentworth District School Board
P. O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1

Dear Sir:

Re: File No.: 25T-99010
Subdivision Name: "Royalvista Court"
Owner: 683595 Ontario Inc.
Surveyor: A. J. Clarke and Associates Ltd.
Location: Block 65, Part Lot 7, Conc. 8, (Barton), City of Hamilton

The attached draft plan has been submitted to the Region for approval. Please note that this application is being processed under the provisions of the Planning Act, as amended by Bill 20. The Act requires that a decision on draft approval be made by February 13, 2000. We request that you consider the proposed development in view of your requirements and the requirements of Section 51 of the Planning Act and return your comments, recommendations or modifications within forty-five days to this Department.

Notwithstanding the above, even if you have no comments or objections, we would appreciate notification to this effect as soon as possible. A public meeting will be held no later than January 29, 2000.

If you have any questions concerning this application, please contact Raymond Lee at (905) 546-4196.

Yours truly,

Guy Paparella, M.C.I.P., R.P.P.
Director - Land Development
Community Planning & Development Division

/ll
Subdiv.Ltr/Nov.99\Dir
25T99010

- 2.2 Are there any existing easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No
If Yes, please describe below

- 2.3 Indicate location and area of adjoining or nearby lands in which the owner has an interest:

None

3 PROPOSED AND CURRENT LAND USE:

- 3.1 Complete Table A on proposed land use.

TABLE A - PROPOSED LAND USE

<i>Proposed Land Use</i>	<i>Number of Units or Dwellings</i>	<i>Number of Lots and/or Blocks on the Draft Plan</i>	<i>Area (ha)</i>	<i>Density (Units, Dwellings per ha)</i>	<i>Number of Parking Spaces¹</i>
<i>Detached Residential</i>	8	9	0.49		
<i>Semi detached Residential</i>					
<i>Multiple attached Residential</i>					
<i>Apartment Residential</i>					
<i>Seasonal Residential</i>					
<i>Mobile home</i>					
<i>Other Residential (specify)</i>					
<i>Commercial</i>					
<i>Industrial</i>					
<i>Park, Open Space</i>					
<i>Institutional (specify)</i>					
<i>Roads</i>					
<i>Other (specify)</i>					

¹ Complete only for detached and semi-detached residential if for approval of condominium description

- 3.2 What is the current use of the subject land? **Vacant**

- 3.3 How is the subject land currently designated in the applicable official plans?

Local Official Plan: **Commercial**

Regional Official Plan: **Urban**

KEY PLAN

SCALE 1:2000

10-9



" ELEANOR NEIGHBOURHOOD "

DRAFT PLAN OF

Royalvista Court

BEING A PROPOSED SUBDIVISION OF
BLOCK 65—EAGLEWOOD ESTATES—PHASE 1
REGISTERED PLAN 62M-556
AND OF

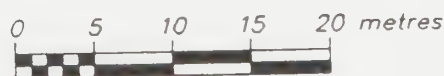
PART OF LOT 7—CONCESSION 8
GEOGRAPHIC TOWNSHIP OF BARTON

ALL NOW IN THE

CITY OF HAMILTON

REGIONAL MUNICIPALITY OF HAMILTON—WENTWORTH

SCALE 1:500

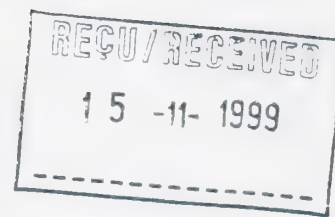


B. J. CLARKE O.L.S.



CITY OF HAMILTON AND
REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH

10-10



Community Planning and Development Division - Land Development Department
35 King Street East, Main Floor, Hamilton, Ontario L8N 4A9
Telephone (905) 546-4186
Facsimile (905) 546-4364

1999 November 11

FILE: ROPA 99-02

Mr. Daryl Sage, Manager
Accommodation and Planning
Hamilton-Wentworth District School
Board
P. O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1

Dear Sir/Madam:

Re: Urban Boundary Expansions – South side of Rymal
Road between the Mountain Business Park and
Regional Road # 56 – Township of Glanbrook

Two separate formal Regional Official Plan (ROP) amendment applications to expand the Urban Boundary have been received. In accordance with Policy C 3.1.2.2 these matters have been included in the current Five-Year Review of the ROP. Although opportunities will be provided to evaluate and comment on these proposals as part of the Review, it was deemed appropriate that these items should be circulated for information due to their formal application status.

The two proposals are summarized as follows:

- **Proponent** – 100 Main Street East Limited

Location - 2190 and 2100 Rymal Road East

Proposal - 37.7 ha. site to include a shopping centre, theatre, arena/recreation centre and a retirement community (revised plan dated July 6, 1999 also included)

- **Proponent** – Multi-Area Developments Inc.

Location - Initial proposal on the south side of Rymal Rd. E. and east of Trinity Church Rd. and then **expanded to include all of the area south of Rymal Rd. E. to the Hydro Corridor and between Trinity Church Rd. and Regional Rd. # 56.**

Proposal - Initially a proposal for the development of a 73 ha. site with residential, commercial, recreation and institutional uses as well as a future golf course on lands south of the Hydro Corridor. This proposed development has now been substantially increased to include the entire area described above (195 ha. +/-).

The enclosed material includes detailed information on both proposals as well as the application forms for separate amendments to the ROP.

If your agency wants to provide comments at this time, please submit them to:

Gary Wilson, Senior Planner
City of Hamilton/Region of Hamilton-Wentworth
Community Planning and Development Division
35 King Street East (3rd Floor)
Hamilton, Ontario
L8N 4A9

If there are any questions regarding these proposed developments or the ROP Review also contact Gary Wilson at 546-4320.

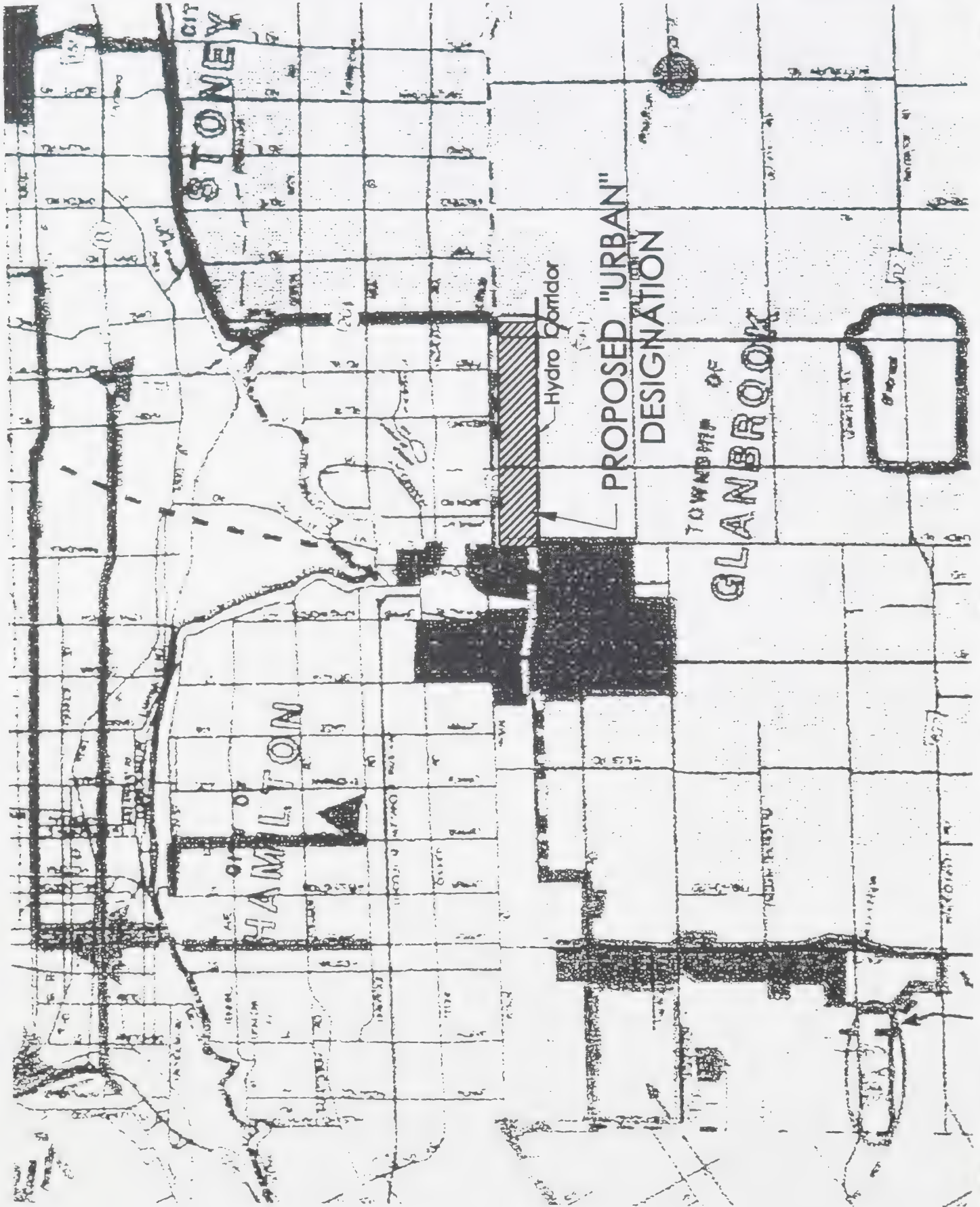
Yours truly,



Bill Pearce MCIP, RPP
Manager of Long Range Planning

Cc: Al Fletcher
100 Main Street East Ltd.

SCHEDULE 'B'



#11.

The Hamilton-Wentworth District School Board

Memo

TO: Merv Matier, Director of Education and Secretary

FROM: Don Grant, Superintendent of Business and Treasurer
Irene Polidori, Manager of Financial Services
Lucy Veerman, Manager of Budget

DATE: December 9, 1999

RE: 1999/2000 Financial Report - September 30, 1999

Approved for distribution
by the Director.

Signature: _____

M. Matier

Date: _____

Dec 3/99

Recommendations:

Moved by: _____

That the 1999/2000 Financial Report - September 30, 1999 be received for information.

Rationale:

The attached report identifies expenditures and revenues as at September 30, 1999. This report is prepared on a cash basis. This method of reporting records expenditures and revenues as they are paid or received. Commitments are included in the expenditures.

[Signature]

(1-1)

The Hamilton-Wentworth District School Board

1999/2000 Financial Reporting

	Budget Approved June 1999	Revised Budget Note 1	Actuals as at Sept 30. 1999	% of Revised Budget	Notes
Expenditures					
CLASSROOM					
Classroom Teachers/Library/Guidance	\$ 181,504,541	181,853,531	26,916,942	14.80%	
Occasional Teachers	4,352,736	4,352,736	-	0.00%	(2)
Educational Assistants	9,849,251	10,049,251	838,137	8.34%	(3)
Classroom Computers	3,319,883	3,319,883	310,522	9.35%	
Textbooks and Supplies	12,400,780	12,328,045	2,729,627	22.14%	
Professionals and Para-Professionals	6,009,803	6,082,538	594,391	9.77%	
Staff Development	760,290	760,290	83,150	10.94%	
	<u>218,197,284</u>	<u>218,746,274</u>	<u>31,472,769</u>	<u>14.39%</u>	
NON-CLASSROOM					
Co-ordinators and Consultants	2,314,328	2,314,328	306,393	13.24%	
Teacher's Preparation Time	23,175,140	23,175,140	3,716,859	16.04%	
Principals & Vice-Principals	16,392,577	16,392,577	2,320,053	14.15%	
Department Heads	598,358	598,358	95,737	16.00%	
School Office	8,720,251	8,938,315	1,006,251	11.26%	
Continuing Education	2,600,901	2,600,901	110,485	4.25%	
	<u>53,801,555</u>	<u>54,019,619</u>	<u>7,555,778</u>	<u>13.99%</u>	
BOARD ADMINISTRATION & GOVERNANCE					
Trustees	125,000	125,000	8,977	7.18%	
Directors & Supervisory Officers	1,454,842	1,454,842	114,122	7.84%	
Board Administration	10,136,265	10,136,265	1,536,667	15.16%	
	<u>11,716,107</u>	<u>11,716,107</u>	<u>1,659,766</u>	<u>14.17%</u>	
TRANSPORTATION					
Pupil Transportation	11,041,417	11,041,417	1,079,358	9.78%	(4)
PUPIL ACCOMMODATION					
Operations & Maintenance	37,189,061	36,770,997	3,615,450	9.83%	
School Renewal	6,689,300	6,689,300	328,812	4.92%	
Other Capital and Approved Debt	8,793,644	8,793,644	-	0.00%	
	<u>52,672,005</u>	<u>52,253,941</u>	<u>3,944,262</u>	<u>7.55%</u>	
Total Expenditures	<u><u>347,428,368</u></u>	<u><u>347,777,358</u></u>	<u><u>45,711,933</u></u>	<u><u>13.14%</u></u>	
Revenues					
Student Focused Funding - Legislative Grants	\$ 344,081,437	344,430,427	43,300,264	12.57%	
Miscellaneous Revenue	<u>3,346,931</u>	<u>3,346,931</u>	<u>34,074</u>	<u>1.02%</u>	
Total Revenues	<u><u>\$ 347,428,368</u></u>	<u><u>347,777,358</u></u>	<u><u>43,334,338</u></u>	<u><u>12.46%</u></u>	

The Hamilton-Wentworth District School Board**1999/2000 Financial Reporting****Notes to Financial Information****September 30, 1999****Note 1**

The 1999/2000 Budget was approved on June 14, 1999. Subsequent to this date, the Board has approved motions which have reallocated the budget between expenditure categories. These are referenced in the notes below:

September 9, 1999 Regular Board:

It was moved that the Board transfer the following monies into the Educational Assistant budget line for 1999-2000:

- (a) \$200,000 be transferred out of the temporary assistance budget Educational Assistants to the permanent salary line for Educational Assistants.
- (b) \$200,000 be transferred from Plant Operations.

September 23, 1999 Regular Board:

It was moved that the Board transfer the following monies in order to address the 1999/2000 cost increase resulting from the negotiated settlement with OCTU:

- (a) \$72,735 be allocated from the Textbook and Classroom Supplies budget (\$57,466 from School Budgets and \$15,269 from the Central Allocation) to the salary line for Professional and Para-professional staff.
- (b) \$100,000 be allocated from the temporary assistance budget for School Secretarial staff to the permanent salary line for School Secretarial staff.
- (c) \$218,064 be allocated from School Operations: Repairs budget to the salary line for School Secretarial staff.
- (d) \$473 be allocated from School Operations: Repairs budget to the salary line for School Operations staff.
- (e) \$2,636 be allocated from Continuing Education: Supplies budget to the salary line for Continuing Education staff.

September 23, 1999, Regular Board:

That the Superintendent of Education with the elementary teaching staffing portfolio be authorized to hire up to 5.5 teachers greater than the staffing allocation provided in the approved 1999/2000 budget. The Staffing Report presented to October 7, 1999 Education Committee reflects the increase in elementary teacher staffing.

Note 2

Occasional teachers are paid on the 15th of the month following the rendering of services. Therefore, expenditures for occasional teacher usage in the month of September will be recorded in the month of October.

The Hamilton-Wentworth District School Board

1999/2000 Financial Reporting

Notes to Financial Information

September 30, 1999

Page 2

Note 3

The collective agreement approved by the Board on September 9, 1999, provided for 355.50 Educational Assistant positions based on 30.0 hours per week. In order to re-establish the number of E.A. positions back to 355.5 and accommodate the wage adjustment, monies were reallocated within the existing budget. At the Regular Board meeting of October 14, 1999, the Board approved the following motion:
That the Board increase the full-time equivalent Educational Assistant positions to 380.00 for the 1999/2000 year.

This increase of 24.5 additional full-time equivalent positions equals approximately \$720,000 and does not have an offsetting funding source.

Note 4

At the November Business Committee, a report was presented identifying a projected transportation deficit for 1999/2000 of \$540,000. This is due to the impact of the elementary teacher's collective agreement on bell times and three additional service days as a result of the approval of the 1999/2000 school calendar. The actual expenditures for September are based on service levels existing during the month of June. The subsequent months expenditures are then adjusted once service levels have been finalized

Surplus (deficit) issues identified to date:

Transportation	(540,000)
Educational Assistants	(720,000)
	<u>(1,260,000)</u>

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director.Signature: M. MatierDate: Dec 3 / 99

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer

Date: December 9, 1999

Subject: Year 2000 Committee Update

Recommended Action:

Moved by _____

That the Y2K Committee Update Report be received for information.

Rationale:

Executive Council established the Year 2000 Committee and approved the Terms of Reference for the committee in September 1998. The Committee was established to mitigate against potential problems resulting from the year 2000 challenge. The committee surveyed board staff in an effort to identify as many potential Year 2000 issues as possible. Accordingly, an action plan was developed to address the issues identified. The Year 2000 Committee has provided update reports to the Business Committee meetings of February 18 and June 17, 1999.

The committee is pleased to report that at their most recent meeting there were only 2 areas which are still outstanding: Microvax computer (upgrades being installed mid-December) and Building Automation System (installation of computer and software) at some sites. A problem is not anticipated with either item. The attached appendices are provided:

- A Year 2000 Readiness Status Report
- B Contingency Plan

The Y2K Committee feels confident that all appropriate action has been taken in preparation for the transition from December 31, 1999 to January 1, 2000.



The Hamilton-Wentworth District School Board

Year 2000 Readiness Issues to Address

Responsibility	Issue	Status	Completed
Larry McDonald	Mainframe computer equipment and operating systems: IBM ES9000 Digital microvax	- upgrades installed. -dates to be arranged to perform upgrade.	✓
Larry McDonald	Internet routers: ▶ prepare listing of routers indicating location, vendor, model and quantity ▶ request vendor to confirm if any Y2K issues exist	Vendor is investigating Cisco all compliant	✓ ✓
Tony Cupido	Building automation systems ▶ prepare description of what a building automation system is ▶ prepare listing of systems indicating location and type ▶ request manufacturer to confirm if any Y2K issues exist ▶ for Y2K issues identified note plan/timeline to address	Report received from Johnson Controls indicates that a number of systems need to be upgraded. Honeywell has indicated that their systems are Y2K compliant.	✓ ✓ ✓
Michael Burjaw	Intercom systems and School Automatic Clocks: ▶ request vendor(s) to confirm if any Y2K issues exist	Vendor's response: Although no one can give assurances that all problems that may be caused by the century date change have been eliminated or will not occur, Dukane continues to review its internal systems and services and continues to work with suppliers to become reasonably sure that the century date change will not adversely affect their ability to continue to provide you with quality products and service.	✓

Responsibility	Issue	Status	Completed
Michael Burjaw	Telephone systems: ▶ prepare listing of systems indicating location, vendor, model and quantity ▶ request vendor(s) to confirm if any Y2K issues exist ▶ request Bell Canada to confirm if any Y2K issues exist	J & D Systems has evaluated the telephone systems and no problems are anticipated. A letter from Bell Canada indicates that WDHS may need an upgrade to part of their system. MET remediation funding approved	✓ ✓
Tony Cupido	Elevators: ▶ prepare listing of systems indicating location, vendor, model and quantity ▶ request vendor(s) to confirm if any Y2K issues exist	Inventory list to be provided. Letter to be sent requesting verification of Y2K compliance.	✓
Michael Burjaw	Postage meters ▶ request vendor(s) to confirm if any Y2K issues exist		✓
Tony Cupido Michael Burjaw Both	Security systems: ▶ prepare listing of security systems indicating location and vendor - City ▶ prepare listing of security systems indicating location and vendor - County ▶ request vendor(s) to confirm if any Y2K issues exist.	MET funding approved for upgrade to city system. County checked - no problems. Vendor confirmed.	 ✓ ✓
Larry McDonald	Computer systems (in-house) ▶ prepare listing of systems	Complete. No major issues with in-house systems.	✓
Larry McDonald	Computer systems (purchased) ▶ prepare listing of systems ▶ Library systems	Complete. City A/V booking system issues resolved. Not Y2K compliant. If money available, new system needed for city & county. Partial funding approved by MET for AV Booking system.	✓

Responsibility	Issue	Status	Completed
Tony Cupido	Fire Alarms - prepare listing of systems indicating location, vendor, model and quantity - request vendor(s) to confirm if any Y2K issues exist	Correspondence sent, responses received to date positive - no Y2K issue.	✓
Tony Cupido	Union Gas request Union Gas to confirm if any Y2K issues exist	Letter sent. Response affirmative - no Y2K problem.	✓
Tony Cupido	Hydro request hydro suppliers to confirm if any Y2K issues exist	Letter sent to area hydro suppliers. Responses affirmative - no anticipated Y2K problem.	✓
Tony Cupido	Regional Municipality of Hamilton-Wentworth request water suppliers to confirm if any Y2K issues exist	Letter sent.	✓
Desktop computers and board-wide software applications:			
Larry McDonald	Software programs: - Personal computer hardware - Word Processing - Spreadsheet - Electronic mail	- no concern - no concern - no concern - no known problem	✓ ✓ ✓ ✓
Michael Burjaw	connect with provincial school board group assessing this issue	Group does not exist. Page on MET website.	✓
Michael Burjaw	- verify that 85 - 90% equipment is either IBM or Choice 2000 - request IBM and Choice 2000 to confirm if any Y2K issues exist	Yes. Documentation to be provided verifying.	✓
Larry McDonald	- basic testing of Microsoft application products - basic testing of Corel suite products - prepare description of basic testing undertaken	Completed Completed In progress	✓ ✓
	individual Managers/employees must take responsibility to assess and address specific applications they have developed that are date-sensitive, i.e. the use of dates in a spreadsheet calculation.	Message conveyed at 02/17/99 Managers' Cabinet and in newsletter.	✓

The Hamilton-Wentworth District School Board

Year 2000 Contingency Plan

1. Within 24 hours immediately following midnight December 31, 1999, each building shall be checked for heat, hydro, water and dial tone. All Area Supervisors will perform these checks and a maintenance crew will be on stand-by in case of problems. The Superintendent of Plant Services or approved designate will determine the make-up of the maintenance crew and provide a list of specific items to be checked in each school. As well, a letter will be sent to contractors notifying them to be on stand-by for emergency repairs over the weekend.
2. January 3 - all schools and administrative buildings to be checked for non-life threatening items such as phones, computers, p.a. system and fax machines. The Technical Support Services Supervisor will ensure that school servers are checked and that the computer technicians will be on stand-by to correct any problems.

Each school should have an identified emergency phone line.

3. If for some reason hydro cannot provide service, then the system would be shut down, as in a snow/inclement weather situation.

June 1, 1999

#13.

TO: MERV MATIER, DIRECTOR OF EDUCATION

FROM: TONY CUPIDO, P. ENG., SUPERINTENDENT OF PLANT SERVICES

RE: SELECTION OF ARCHITECTURAL SERVICES FOR 1999-2000 RENEWAL PROJECTS

DATE: 1999 12 09

Approved for Distribution
by the Director

Signature: M. Matier

Date: Dec 3/99

RECOMMENDATIONS

1. That the Architectural firm of Garwood Jones & Hanham Architects be selected for the Building Renewal project at Westdale Secondary School at a proposed fee of 11% of the total project value.
2. That the Architectural firms listed in Appendix A be short-listed for selected minor renewal projects and shall be assigned by the Superintendent of Plant Services as required.
3. That a draft Architect Selection Policy be presented to the February, 2000 Business Committee to address future major renovations and new construction projects.

BACKGROUND

With reference to the Procurement Policy (Item 12), Architectural Services may be exempt from the policy through Board motion.

The board has had a past practice of retaining Architectural firms for selected Capital or Renewal projects. The scope of these projects ranges from new schools to major/minor renovations.

During the past several years, the selection of Architects has been random. The Superintendent of Plant Services has initiated a process to provide an equitable and fair selection of Architects who may provide services to our Board.

Selection Process

A "Statement of Interest to Provide Architectural Services" document was issued by the Superintendent of Plant Services on 1999 10 06 to The Hamilton-Burlington Architects Association. This association forwarded this invitation to all members for their review and consideration. Within recent memory, the two former Boards have exclusively used 'local' architectural forms for capital and renewal projects.

A copy of the invitation is attached.

The following Architect firms submitted their names in response to the invitation:

ADI - Artec Design Inc. Architect	Karp Namisniak Yamamoto Architects Inc.
Ken Coit Architect	Butler McCallum Sather Architects
Chamberlain Architect Services Limited	Moffat Kinoshita Architects
Dunlop Farrow Architects Inc.	Rankin Architect Inc.
Garwood Jones & Hanham	Richard G. Butterworth Architect Inc.
Graff Architect Incorporated	Svedas Koyanagi Architects Inc.
Harry Lennard architect inc.	Vermeulen/Hind Architects

The Superintendent of Plant Services and the Manager, Facilities Renewal and Construction have had extensive experience with the majority of the firms listed. Several have had extensive experience with either of the two former Boards.

The following 1999 - 2000 renewal projects that were approved by the Board on 1999 06 24 will require architectural services to provide proper documents and drawings for regulatory approvals and bidding:

Westdale major renovations - approximately \$1 million this year.
over \$3 million in next three years.

Ancaster major renovations - approximately \$50,000 this year.
over \$2 million in next three years

Hillcrest Minor renovations - approximately \$100,000 this year.
over \$200,000 in next three years.

W. H. Ballard minor renovations - approximately \$60,000 this year.
over \$650,000 in next several years.

Adelaide Hoodless minor renovations - approximately \$75,000 this year.
over \$150,000 in next three years.

Pathways Initiatives \$400,00 this year.
over \$1,000,000 in next four years.

Other Minor Renovations in the approved Renewal Plan as necessary.

The two most significant individual projects are by dollar value and scope are Westdale and Ancaster. The Superintendent of Plant Services proposed that a shortlist of firms be prepared and then interviewed for these schools.

For the purposes of this report, a major renovation would be greater than \$750,000 in value and a minor renovations would be less than \$750,000.

For the other projects (Hillcrest, W. H. Ballard, Adelaide Hoodless and Pathways Initiatives and any other minor renovations as necessary), it is proposed that architects be pooled for selection as required and then equitably selected. Due to its size, scope and timelines, the

Westdale selection process was initiated and Ancaster shall be initiated early in the new year.

Westdale

Interviews were held on Tuesday, November 23, 1999. The following four firms were short-listed:

Butler McCallum Sather Architects

Garwood-Jones & Hanham Architects

Richard Butterworth Architects Inc.

Moffat-Kinoshita Architects Inc.

The interview team consisted of:

Marg Bowman, Principal

Stella Green Gibson, Vice-Principal

Richard Hart, Vice-Principal

Selected Teachers

Parent Representatives

Tony Cupido, Superintendent of Plant Services

Duane O'Connor, Manager, Facilities Renewal and Construction

The team selected Garwood Jones & Hanham Architects.

For the remaining schools, it is proposed that a short list of Architectural firms be made and that individual firms be equitably assigned as required for these projects.

Architectural fees for renewal projects in accordance with the current Architects' Fee Schedule typically range from approximately 12% to 15% of the total construction value and include subconsultant's fees. Staff have negotiated a fee of 11 % for this project and this represents a considerable savings over the life of the project.

mb

ADI - Artec Design Inc. Architect

Butler McCallum Sather Architects

Chamberlain Architect Services Limited

Dunlop Farrow Architects Inc.

Graff Architect Incorporated

Harry Lennard architect inc.

Karp Namisniak Yamamoto Architects Inc.

Moffat Kinoshita Architects

Rankin Architect Inc.

Richard G. Butterworth Architect Inc.

Vermeulen/Hind Architects

**STATEMENT OF INTEREST
TO PROVIDE
ARCHITECTURAL SERVICES**

Interested Architects are invited to submit a Statement of Interest to provide architectural services related to minor and major renovations at various elementary and secondary schools over the next five (5) years.

An approved major renovations is scheduled for Westdale Secondary School commencing this fall. Currently, other approved minor renovations include: Ancaster Secondary, Hillcrest Elementary and W. H. Ballard Elementary.

Please limit your Statement of Interest to a maximum of five (5) pages (8 1/2 x 11 printed on one side only) and include the following information:

PAGES 1 AND 2

- Name, address, brief history and major strengths of your firm in educational projects.
- Attachments to Pages 1 and 2:
One page resumes of **Key personnel** to be assigned to these projects.

PAGES 3 - 5

- This material should contain all information to be considered for these projects including but not limited to:
 - a) Three examples of recent projects of similar size, scope and complexity with client references.

Provide a statement of the particular challenges and opportunities these projects represented.
 - b) Overall approach to design with respect to environmental issues, the school community, joint use aesthetics, building maintenance, security, etc.
 - c) Cost estimating and cost control results.

Our Selection Criteria is provided for your information.

SELECTION CRITERIA

- 1) Emphasis of the firm with special interest in school design including the qualifications, expertise and experience of the proposed team members.
- 2) Firm's current school design and construction experience.
- 3) Evaluation of the complexity and number of similar projects completed by the firm since 1990.
- 4) Experience with the Ministry of Education and Training building formulas and standards.
- 5) Past experience with the former Hamilton and/or Wentworth County Boards of Education.
- 6) Reference checks with various school boards and other user/owners with emphasis on professional service, budget control, contract administration and post-construction service.
- 7) Analysis of cost benefit to School Board.
- 8) Interviews with Principals and School Councils.

All submissions shall remain the property of The Hamilton-Wentworth District School Board. **No materials will be returned.** Site inspections or further information on the projects will not be provided at this time. All firms will be contacted by mail as to the disposition of their submission. **Statements of Interest received after the closing date will be returned unopened.** Statements of Interest should be submitted to:

Tony Cupido, P. Eng.,
Superintendent of Plant Services,
The Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario,
L8N 3L1.

NO LATER THAN FRIDAY, OCTOBER 29, 1999 at 11:00 a.m.

#14

TO: MERV MATIER, DIRECTOR OF EDUCATION

FROM: TONY CUPIDO, P. ENG., SUPERINTENDENT OF PLANT SERVICES

RE: ACCESSIBILITY "PATHWAYS" RESPONSE

DATE: 1999 12 09

Approved for distribution
by the Director.

Signature: _____

Dec 3 / 99

RECOMMENDATION

That the report on the Pathways programs be accepted as information.

The Plant Services Department has responded to the "Pathways" policy through two main processes: A) Furniture and Equipment Purchases and B) Capital Improvements to our Schools.

A) FURNITURE AND EQUIPMENT

Construction of specialized furniture/equipment (including desks and step stools) is regularly undertaken for students within The Hamilton-Wentworth District School Board. Purchase of specialized equipment (including Garaventa stair-tracks) is undertaken on an as needed basis.

Cost recovery is made for construction or purchases if an outside source of revenue/funding is available.

B) CAPITAL IMPROVEMENTS - ACCESSIBILITY "PATHWAYS" PROGRAM

Completed September 1, 1998 to August 31, 1999

The Plant Services Department completed the following work:

Modernization and Barrier-Free Upgrade of Existing
Passenger Elevator
(Phase II of II)

@ Westdale Secondary School
Developmental Disability Classes

Installation of New Barrier-Free Passenger Elevator
(Phase II of II)

@ Westmount Secondary School
Developmental Disability Classes

Installation of Barrier-Free Access Ramp @ S/E Entrance

@ Eastmount Park Elementary School

Barrier-Free Modifications for Glenwood Program
(Universal access washrooms and automatic doors)

@ Glenwood School
(formerly known as Fairview
Elementary School)

Barrier-Free Modification
(Elevator, stair lifts, universal access washroom & ramp)

@ Barton Secondary School

Barrier-Free Modification
(Stage lift, ramp, universal access washroom)
(Phase I of II)

@ Greenville Elementary School

Barrier-Free Modification
(Stage lift, universal access washroom)

@ Maple Lane Elementary School
(formerly known as Glenwood School)

CAPITAL IMPROVEMENTS - ACCESSIBILITY "PATHWAYS" PROGRAM

Proposed for September 1, 1999 to August 31, 2000

The Plant Services Department has planned the following work:

Barrier-Free Modifications (carried over from previous year)
(Universal access washroom, elevator control and stage lift)

@ Hill Park Secondary School

Barrier-Free Modifications
(Universal access washroom)

@ Gordon Price Elementary School
Multiple/Physical Classes

Barrier-Free Modifications
(Stage modifications and automatic doors)

@ Sherwood Heights Elementary School

Barrier-Free Modifications for
(Electromagnetic hold opens, washroom upgrades and elevator control and automatic doors)

@ Sherwood Secondary School
Developmental Disability Classes

Barrier-Free Modifications
(Universal access washroom and automatic doors)

@ Westdale Secondary School
Developmental Disability Classes

Barrier-Free Modifications
(Corridor lift and automatic door)
(Phase II of II)

@ Greenville Elementary School

Barrier-Free Design
(Universal access washroom, stage lift, elevator, auto doors, door hardware, JK/SK universal access washroom)

@ New Waterdown Elementary School

Barrier-Free Modifications
(JK/SK universal access washroom, stage lift, universal access washroom, automatic doors)

@ Huntington Park Elementary School
Developmental Disability Classes

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

December 9, 1999

To: Merv Matier, Director of Education and Secretary
From: Ken Bain, Superintendent of Education
Re: ***East Flamborough Elementary School Boundaries***

Approved for distribution
by the Director

Signature:

M. Matier

Date:

*Dec 3/99***Recommended Action:**

Moved by _____, seconded by _____

That the elementary school boundaries for East Flamborough be approved.

- New Waterdown Elementary School (Appendix 1)
- Mary Hopkins School (Appendix 2)
- Guy B. Brown School (Appendix 3)
- Flamborough Centre School (Appendix 4)
- Balaclava School (Appendix 5)

Background:

In June 1999, the Board approved the construction of a new elementary school in East Flamborough. Administratively, there was a need to define the catchment area for the new elementary school so that we could begin to address enrollment, kindergarten registration, staffing, budget and other operational issues. Creating a catchment area for the new school causes there to be a change for all of the schools in East Flamborough.

In order to a review and recommend changes to the elementary school boundaries in East Flamborough, the Study Area One Instructional Facilities Review Committee met on the following dates: October 20, November 9 and November 24, 1999. In addition, a Community Meeting was held on November 17, 1999.

Rationale:

The following rationale and criteria were used to determine the boundaries for each school.

Program

- middle school special programs will be concentrated in two schools that will have the facilities to offer them
- Learning Resource, Library and Information Technology programs can be improved in all schools because space has been created to enhance those learning environments

Transportation

- school to school special program transportation costs will be reduced as Mary Hopkins Grade 6's and 7's attend Flamborough Centre
- additional potential cost savings will depend on the new Transportation Policy as it relates to hazards and transportation eligibility requirements

Facilities

- there will be a reduced need for portables
- space will be created at Mary Hopkins and Guy B. Brown

Enrollment/Capacity

- allows for growth over several years
- boundaries will likely see this community through the next several years however there is a need to monitor growth to the east of Mary Hopkins to the Halton border
- there will be a need for extra student spaces to accommodate increasing secondary school population

Accommodation Report 1998-1999

School Name	Projected Enrollment 2000-2001	Operating Capacity*	Enrollment vs. Capacity
Flamborough Centre	366	420	87%
Guy B. Brown	312	409	76%
Mary Hopkins	383	534	72%
Waterdown Elementary	377**	518	73%**
Balacava	492	584	84%
Waterdown District High	1101***	1039	106%

** Includes the use of portapak classrooms but not portables*

*** Does not include potential Junior Kindergarten enrollment*

****Enrollment Projection= 1153 by 2008*

Community

- keeps families and communities intact
- favoured by Study Area One communities
- many safety concerns are addressed as transportation routes run north-south

Conclusion:

The recommended actions represent the views of the communities in Study Area One. The committee considered the criteria and has concluded that these actions will:

- ease the immediate serious accommodation concerns at Guy B. Brown
- create space for the inevitable future growth in Waterdown
- maintain the strong sense of community in Waterdown
- enhance program offerings in the elementary schools

Proposed Catchment for New School JK-5

15-2

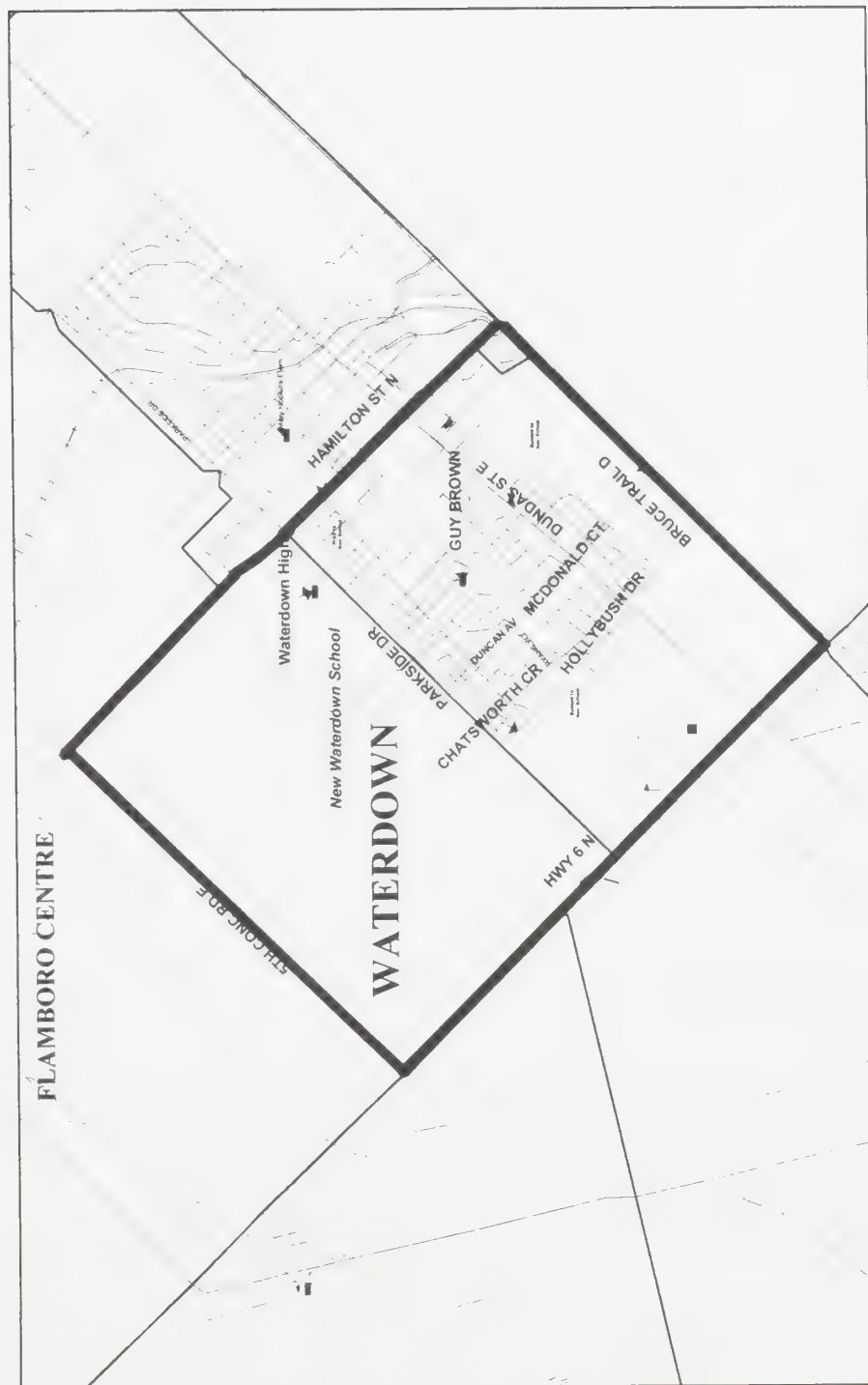
Appendix 1-1.



Proposed Catchment New School Gr. 6-8

15-3

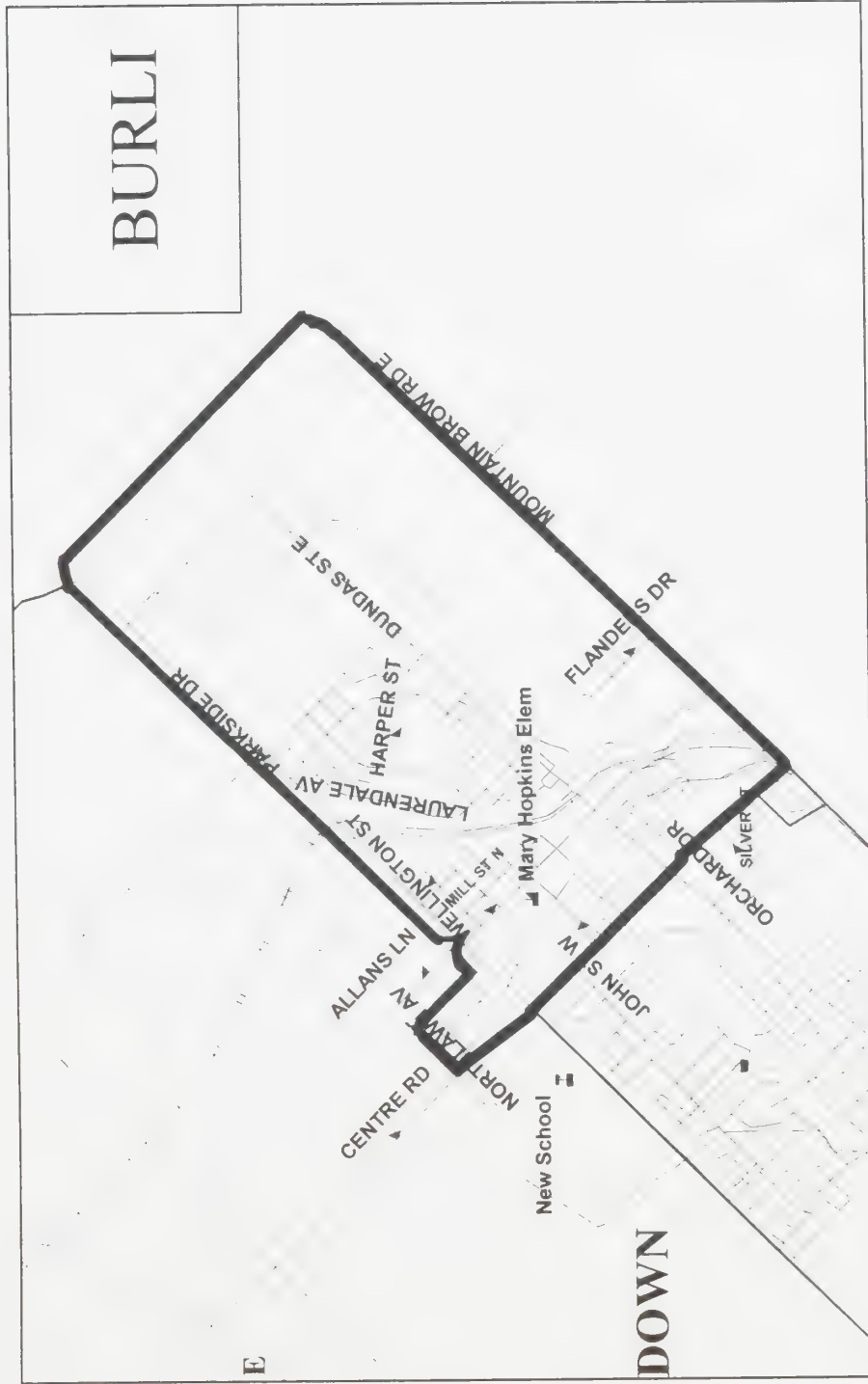
Appendix 1-2.



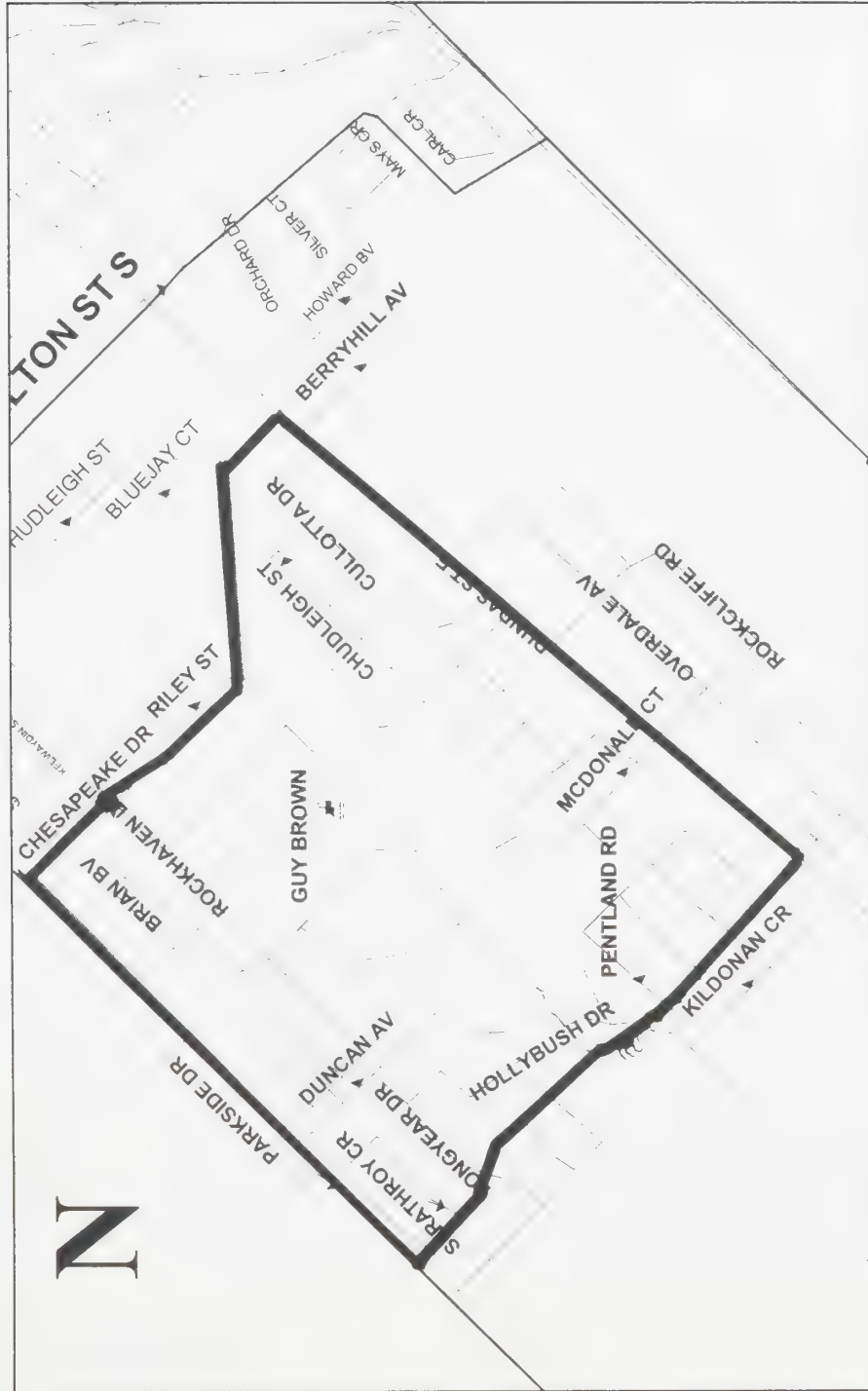
Proposed Catchment Mary Hopkins JK-5

15-4

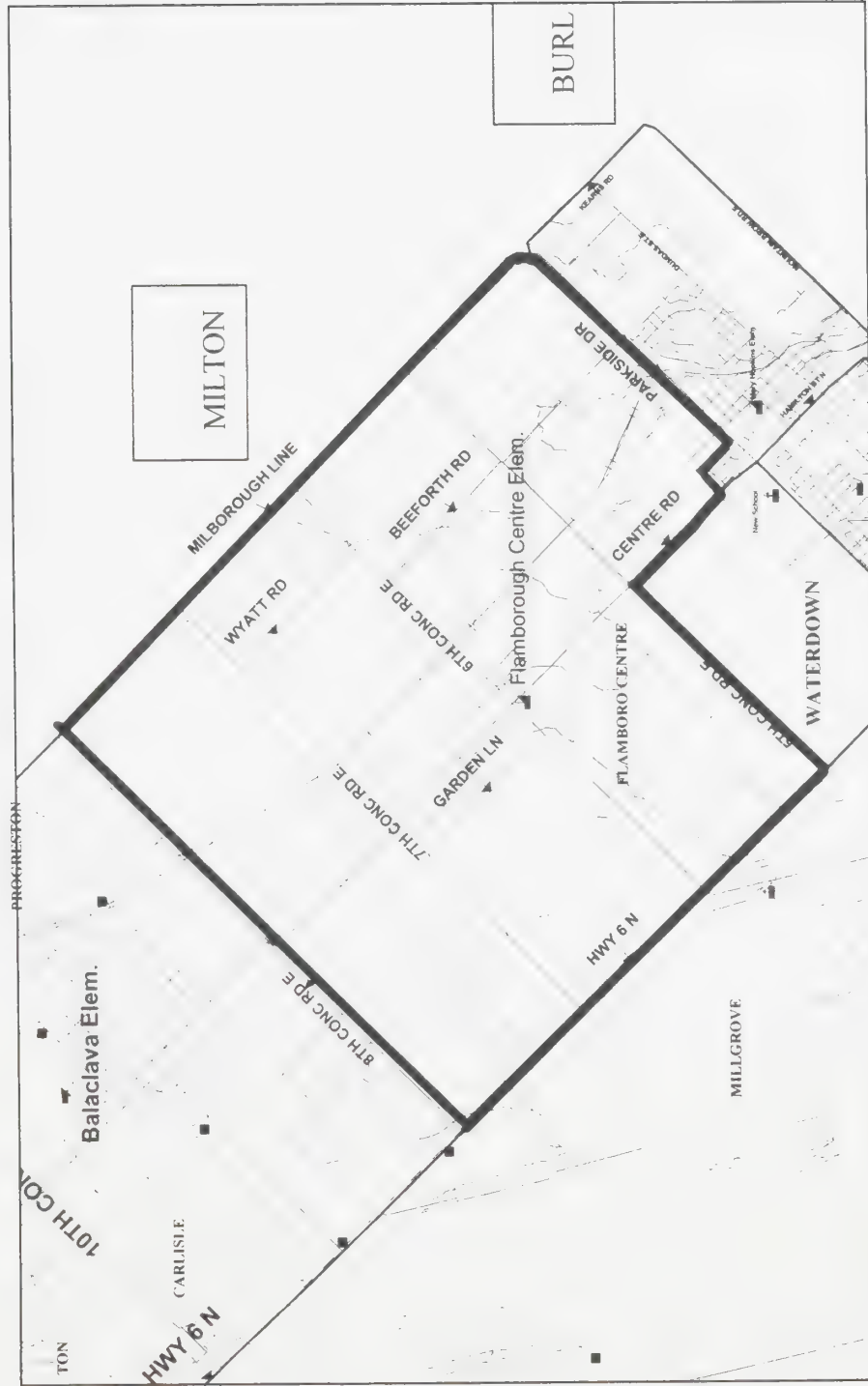
Appendix 2.



Proposed Catchment Guy Brown JK-5



Proposed Catchment Flamborough Centre Gr. JK-5



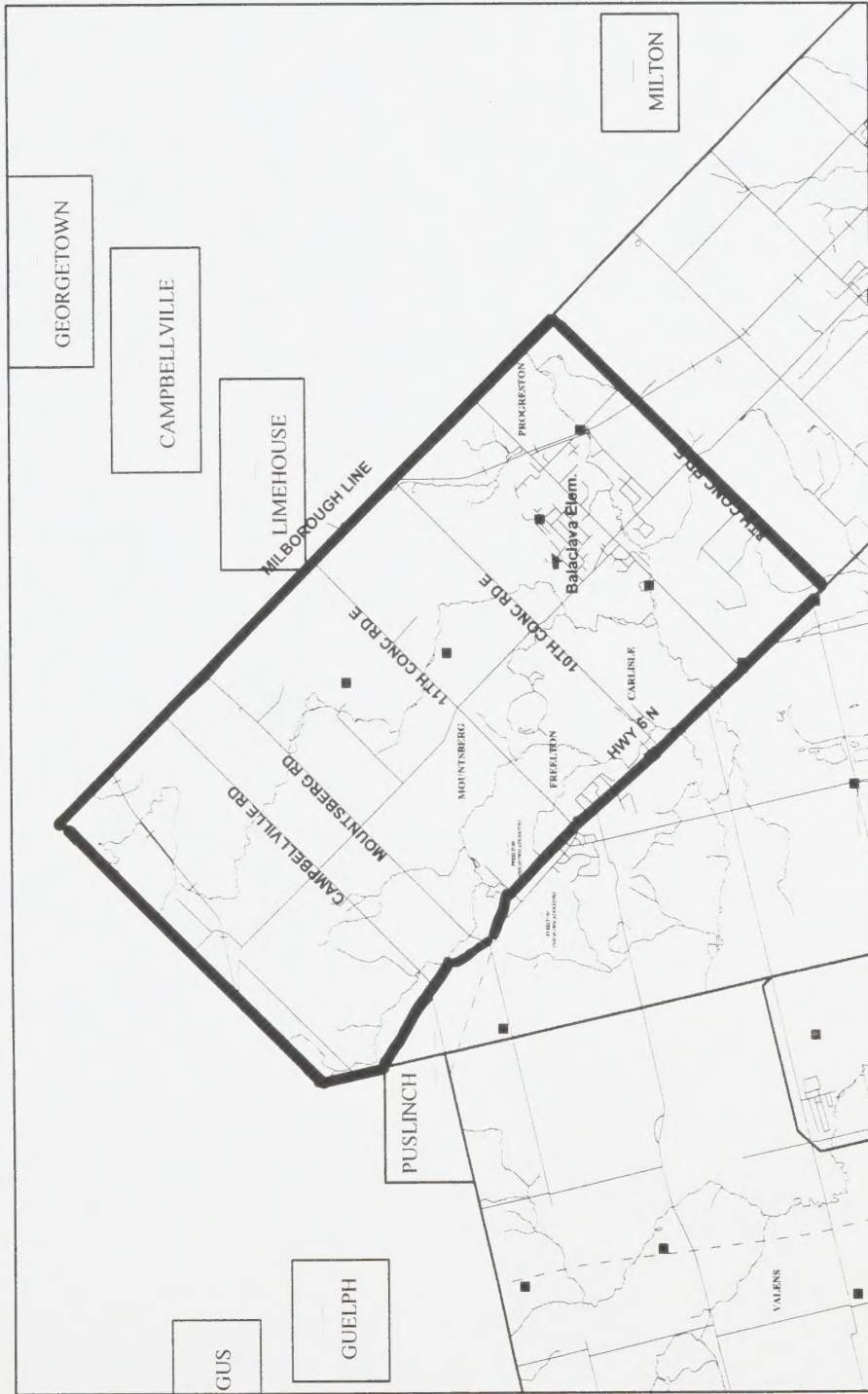
Proposed Catchment Flamborough Ctr. 6 - 8



Proposed Catchment Balaclava Gr. JK-8

15-8

Appendix 5.

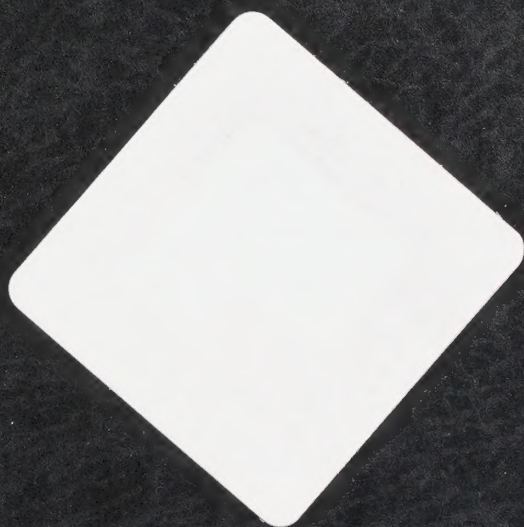


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